

California School Age Families Education (Cal-SAFE) Program

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Fiscal Guidelines and Funding Procedures

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FISCAL YEAR 2003-04

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California Department of Education
School Fiscal Services Division

(Rev. 02/04)

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I. INTRODUCTION

The California School Age Families Education (Cal-SAFE) Program, established by Chapter 1078, Statutes of 1998, is a comprehensive and community-linked, school-based program designed to increase the availability of support services for enrolled expectant or parenting pupils to improve academic achievement and parenting skills and to provide quality child care and development programs for their children. The Cal-SAFE Program focuses on youth development and dropout prevention for these expectant and parenting pupils and on child care services for their children. The Cal-SAFE Program is the successor to three programs targeting pregnant and parenting teens and their children: the Pregnant Minors Program, the School Age Parenting and Infant Development Program, and the Pregnant and Lactating Students Program.

The purpose of this handbook is to provide basic information about the Cal-SAFE Program reporting requirements, attendance reporting, fiscal/funding criteria, and the role of the School Fiscal Services Division (SFS) within the California Department of Education (CDE) with regard to the Cal-SAFE Program. This handbook explains:

- 1.) the funding criteria by local educational agencies (LEAs),
- 2.) how and when to submit the Cal-SAFE attendance reports,
- 3.) the Cal-SAFE apportionment dates and funding percentages,
- 4.) the adjustment factors used to determine child care funding,
- 5.) how to determine the amount of funding earned for services provided, and
- 6.) the *Education Code* sections pertaining to the Cal-SAFE Program.

Any questions regarding the program requirements should be referred to the Youth Education Partnerships Office at (916) 319-0917. Additional detailed information may be found in the California *Education Code* sections 54740 through 54749.5 (see Attachment C). Attachment D is a glossary of terms used throughout this handbook.

II. Cal-SAFE FUNDING

A. OVERVIEW

An LEA can receive academic, support services, and child care funding for the services provided to enrolled Cal-SAFE pupils and their children. For this program, an LEA refers to a school district and a county office of education (COE). Funding is distributed in the form of a warrant (check) from the State Controller's Office, which is sent to the County Treasurer's Office. The amount of this warrant equals the total of apportionments for all participating LEAs within a county. The amount of each individual LEA apportionment is included in the notice to the County Treasurer's Office and is based on the information provided on the attendance reporting forms submitted by an LEA that is certified by the COE to the CDE.

To be eligible for the Cal-SAFE Program and to generate average daily attendance (ADA) that will lead to Cal-SAFE funding, a pupil must meet the following criteria:

- 1) be 18 years or younger, does not have a high school diploma or its equivalent, and be the expectant parent, the custodial parent, or the non-custodial parent taking an active role in the care and supervision of the child. If the 18-year-old pupil reaches age 19 without earning a high school diploma or its equivalent and has been continuously enrolled in Cal-SAFE since before his/her birthday, the pupil may be enrolled for one additional semester. A pupil having an active special education Individualized Education Plan (IEP) shall be eligible until age 22 (*Education Code* Section 54747),
- 2) have completed the Cal-SAFE intake process for himself/herself and their child; the intake process assesses their program needs (*Education Code* Section 54746(a)),
- 3) be receiving at least one of the nineteen allowable support services (*Education Code* Section 54746(b)), and
- 4) be attending an educational program that will lead to a high school diploma or its equivalent.

B. ACADEMIC SERVICES FUNDING

COEs can provide academic services to Cal-SAFE pupils in a self-contained county classroom. A self-contained county classroom is defined as academic instruction provided by county employed teachers. The ADA generated by Cal-SAFE pupils in a self-contained county classroom is funded at the statewide average base revenue limit per unit of ADA for high school districts, provided that no other revenue limit funding is claimed for the same pupil and pupil attendance is no less than 240 minutes per day (*Education Code* Section 54749(a)(3)).

COEs that operate a Cal-SAFE Program in a self-contained county classroom and have chosen to receive funding based on their 1998-99 deficated Pregnant Minors Program (PMP) base revenue limit pursuant to *Education Code* Section 2551.3 are referred to as non-converting COEs. Each of the non-converting COEs has a different revenue limit and each has a cap on the amount of ADA they can claim at their revenue limit. The ADA cap is based on the amount of ADA certified for the COE at the 1998-99 annual apportionment for the PMP.

The former PMP used a fixed divisor of 175 days for the calculation of ADA at the annual certification. ADA generated by Cal-SAFE pupils attending self-contained county classrooms provided by converted and non-converted COEs will be calculated in this same manner.

Funding for academic services pursuant to *Education Code* sections 54749(a)(3) and 2551.3 is subject to an appropriation in the annual Budget Act which means only the amount specified in the annual budget for that area is available for distribution.

School districts operating a Cal-SAFE Program will not receive academic services funding for Cal-SAFE pupils in their Cal-SAFE apportionments. Rather, ADA generated by Cal-SAFE pupils is included within the ADA submitted on the entry screens of the principal apportionment attendance report, such as “Grades Nine through Twelve.” In the district program, a support services allowance, as described in C below, may not be used to supplant ADA and revenue limit funding for the support of educational programs that Cal-SAFE program pupils attend (*Education Code* Section 54749 (a)(1)(B)).

COE Funding Allowances: In fiscal year 2003-04, the academic services allowance for each unit of ADA generated by Cal-SAFE pupils in self-contained county classrooms is \$5,585. The rate is subject to change due to revisions of the revenue limit data. Non-converting COEs will receive this allowance for each unit of ADA generated by Cal-SAFE pupils in self-contained county classrooms only when their ADA exceeds their PMP cap.

COE Attendance Reporting: COEs generate academic services funding for Cal-SAFE pupils in one of two ways. For other than self-contained county classrooms, the ADA is reported on the appropriate attendance entry screen that replaced Forms J27/28 and J27/28 CH/COE. For self-contained county classrooms and non-converting COEs, the COE must report the Cal-SAFE ADA on Line A-1 of Cal-SAFE Form A and Line A-10 of the elementary and high school attendance entry screen that replaced Form J-27/28.

Allowable Expenditures: Cal-SAFE academic services funding must be maintained in the separate student support services account (SACS Resource Code 6091) and may only be expended to pay for the direct costs of instructional programs, documented direct support costs, allocated direct support costs, indirect charges, and facility costs pursuant to *Education Code* Section 54749(d).

C. SUPPORT SERVICES FUNDING

The Cal-SAFE Program provides funding for support services that enhance the academic ability of the enrolled pupil in order for him/her to earn a high school diploma or its equivalent and for the healthy development of their children in the program. Funding is based on the ADA generated by Cal-SAFE pupils enrolled in one or more educational program (see Section A of Cal-SAFE Form B on page 19). Participating LEAs are required to assess Cal-SAFE pupils and children to determine the appropriate level and types of services to provide. Authorized services include but are not limited to parenting education and life skills classes, home-to-school transportation, academic support and youth development services, comprehensive health education, career counseling, peer support groups, family support and development services, and child and domestic abuse prevention education. *Education Code* Section 54746 (b) specifies the additional allowable support services.

Non-Converting COEs: ADA generated by Cal-SAFE pupils, in non-converting COE programs, up to the PMP cap will not generate Cal-SAFE support services funding. However, those pupils must be provided with support services using their PMP base

revenue limit funding. ADA claimed above the cap will generate Cal-SAFE support services funding (*Education Code* Section 54749.5).

Community Day Schools, Juvenile Court Schools, and County Community

Schools: Pupils in county community schools, juvenile court schools, and community day schools and whose ADA in these programs results in the COE receiving the program revenue limit, may also be enrolled in the Cal-SAFE Program. Such pupils will receive support services, but the funding for the support services must come from the educational program revenue limit (*Education Code* Section 54749(a)(1)(C)).

Funding Allowances: In fiscal year 2003-04, the support services allowance for each unit of ADA generated by Cal-SAFE pupils in districts and COEs is \$2,370.

Non-converting COEs will receive this allowance for each unit of ADA generated by Cal-SAFE pupils that exceed their PMP cap, and for each unit of ADA generated by Cal-SAFE pupils in “Other Settings” (see Section B of Cal-SAFE Form A on page 17). LEAs must submit Cal-SAFE Form B to receive funding for support services. Cal-SAFE students attending a school district summer school program do not earn support services funding. However, Cal-SAFE students enrolled during the summer months in a revenue limit program such as the Regional Occupation Center/Program (ROP/C) would generate student support services funding.

Attendance Reporting: Support services funding for COEs is based on the ADA reported on Cal-SAFE Form A and, for school districts, is based on the ADA reported on Cal-SAFE Form B. COEs that provide Cal-SAFE support services for school district pupils through agreement(s) with one or more school districts must attach one Cal-SAFE Form B for each participating district and report the total ADA of the district Cal-SAFE pupils on Line B-4 of Cal-SAFE Form A. COEs that report district ADA must ensure the ADA reported on Line B-4 of Cal-SAFE Form A reconciles with the district ADA generated by the Cal-SAFE pupils.

Allowable Expenditures: Support services funds must be maintained in a separate account and may only be expended to: provide appropriate support services for pupils pursuant to *Education Code* Section 54746 (b); provide in-service training for school staff on teen pregnancy and parenting-related issues; establish and maintain a database for program evaluation pursuant to *Education Code* Section 54746 (e), and; pay for direct costs of instructional programs, documented direct support costs, allocated direct support costs, indirect charges, and facility costs (*Education Code* Section 54749 (b)).

Concurrent Enrollment: In no event will any pupil concurrently enrolled in more than one educational program generate more than one support service allowance (*Education Code* Section 54749(a)(1)). LEAs must ensure that the ADA reported for Cal-SAFE support services funding for a concurrently enrolled pupil is capped at one ADA. LEAs must have auditable attendance accounting documents that ensure compliance with this requirement.

D. CHILD CARE AND DEVELOPMENT SERVICES FUNDING

The Cal-SAFE Program provides funding for child care and development services. Children of Cal-SAFE pupils receive child care and development services based upon the assessed developmental and health needs of each child. Eligibility requirements for the child to participate are that the teen parent is enrolled in the Cal-SAFE Program, the child is under five years of age or has not enrolled in kindergarten, and the enrollment is voluntary (*Education Code* Section 54746(c)(1) and (2)).

To be eligible for Cal-SAFE child care funding, child care operators must comply with the health and safety standards in Title 22 and child development standards in Title 5 of the California Code of Regulations (CCR). A child of a Cal-SAFE pupil is enrolled in the program when the intake and child care enrollment forms are completed, the child care providers verify the information, and the appropriate parties sign the forms. The length of day for which a child receives child care services depends on the Cal-SAFE pupil's hours of attendance and participation in the school academic program, including, but not limited to, attending classes, school approved activities, after school tutoring, lunch breaks, and transportation to and from the child care site if the parent attends classes at another location.

In addition to child care funding, LEAs may apply for a one-time 15 percent service level exemption to meet the startup costs incurred when opening new child care and development sites (*Education Code* Section 54749(j)). Start-up funds may be used for (1) staff employment and orientation; (2) program and facility set up; (3) finalizing rental agreements and making necessary deposits; (4) purchasing materials and supplies inventory; and (5) purchasing the initial insurance premium (*Education Code* Section 8275(a)). The service level exemption application may be downloaded from the Cal-SAFE web site at <www.cde.ca.gov/calsafe/fiscal.htm>.

Non-Converting COEs: ADA generated by Cal-SAFE pupils up to the PMP cap will not generate Cal-SAFE child care funding but their children must be provided with child care services. ADA generated above the cap will generate Cal-SAFE child care funding by reporting it on Cal-SAFE Form C. Child care funding is determined by calculating the proportionate share of ADA claimed for funding at the former PMP level to the total Cal-SAFE ADA claimed, and applying that percentage to the total child days of enrollment for which the COE could claim funding (*Education Code* Section 54749.5). Refer to the budget projection worksheet on page 15.

Community Day Schools, Juvenile Court Schools, and County Community Schools: Enrolled children of Cal-SAFE pupils attending juvenile court schools, county community schools, or community day schools are eligible to receive child care and development services. LEAs must report the child care data on Cal-SAFE Form C to generate child care funding (*Education Code* sections 54749(a)(4)&(5)).

Days of Attendance/Days of Operation: The total "Days of Attendance" should be close to the total "Days of Enrollment," and if there are no unexcused absences, the

numbers will be the same. Attendance will be less than enrollment if there are some unexcused absences, but days of attendance can never be greater than days of enrollment. Cal-SAFE child care operators shall use daily sign-in/sign-out sheets as the primary source documentation for reporting purposes. The “Days of Operation” are the number of days the Cal-SAFE operator provides child care services for one or more enrolled child. Note that child care funding may be earned by the children of Cal-SAFE pupils attending summer school.

Child Care Funding Calculation: Cal-SAFE operators providing child care services will receive funding based on the adjusted days of enrollment multiplied by the child care allowance. Adjusted days of enrollment are based on the length of service provided in a day and the age of the child (see Adjustment Factors on page 9). To calculate the child care funding apportioned to LEAs, the CDE: adjusts the days of enrollment by the appropriate factors for the length of day and the age of the child, divides the days of attendance by the days of enrollment, and then adds a 5 percent flex factor. If the resulting number is greater than 1.0, CDE multiplies the adjusted days of enrollment by the child care allowance. If the resulting number is less than 1.0, CDE multiplies the resulting number by the adjusted days of enrollment and multiplies again by the child care allowance. Refer to the worksheet on page 15.

Funding Allowances: In fiscal year 2003-04, the child care allowance for each unit of adjusted days of enrollment is \$28.14. Non-converting COEs will receive this allowance for each unit of adjusted days of enrollment determined by calculating the proportionate share of ADA claimed for funding at the former PMP level to the total Cal-SAFE ADA claimed, and applying that percentage to the total child days of enrollment for which the COE could claim funding (*Education Code Section 54749.5 (c)*).

Attendance Reporting: Cal-SAFE child care attendance may be claimed for children who are present in the child care program for any part of a day for which they are enrolled, or who have excused absences. Pursuant to *Education Code Section 8208(e)*, an absence is excused if it is “because of illness, quarantine, illness or quarantine of their parent, family emergency, or to spend time with a parent or other relative as required by a court of law or that is clearly in the best interest of the child.” LEAs must ensure that operators of child care programs retain auditable documentation of excused absences.

To receive Cal-SAFE child care funding, LEAs must submit child care data on Cal-SAFE Form C (see page 21). Necessary data includes: days of enrollment (entered by length of day and age of child), days of operation, and days of attendance. The days of enrollment reported must reflect the agency’s enrollment and attendance records. These figures are totaled for all children in the program. The enrollment of children not funded by Cal-SAFE cannot be included in this total.

Education Code Section 8271 provides against loss of child care funding due to circumstances beyond the control of the operating agency, including, but not limited to earthquakes, floods, fires, epidemics, impassable roads, the imminence of a major

health or safety hazard as determined by the local health department or law enforcement agency, a strike involving transportation services to children provided by a non-agency entity, and/or incomplete renovations authorized by administering state agencies. Whenever an agency's days of attendance or operation are reduced for any of the reasons stated in *Education Code* Section 8271, the agency should notify the CDE Cal-SAFE Program staff in writing. This written notification must clearly and fully describe the nature of the emergency, its specific effect on program operation, and the applicable dates. When completing Cal-SAFE Form C, LEAs should report attendance as if the circumstance beyond the control of the agency never occurred. Therefore, any reduction in days of attendance should be counted as excused absences, any reduction in days of enrollment should be restored, and any reduction in days of operation should be restored to reflect what was originally planned for the school year.

Allowable Expenditures: Child care funds must be maintained in a separate account and may only be expended to: provide appropriate child care and development program services pursuant to *Education Code* Section 54746 (c); provide staff development to child development program staff pursuant to *Education Code* Section 54746 (d); establish and maintain a database for purposes of program evaluation pursuant to *Education Code* Section 54746 (e), and; pay for direct costs of instructional programs, documented direct support costs, allocated direct support costs, indirect charges, and facility costs pursuant to *Education Code* Section 54749(d).

III. REPORTING CAL-SAFE DATA

Cal-SAFE academic and support services funding is based on ADA data. Child care funding is based on reported days of enrollment and attendance. The various reports to collect these data are mailed to the chief business official of the Cal-SAFE LEA around December of each year. LEAs must ensure timely delivery of attendance reports and the ADA certification. Postmark dates are not considered "receipt dates." Also, the attendance reports and certification letter must have original signatures. Faxed copies or reports with computer-generated or rubber stamp signatures are not acceptable.

A. REPORTING FORMS AND PERIODS

Copies of Cal-SAFE Forms A, B, and C (with instructions) and the county certification form can be found in Attachment A, and they are also available on the Cal-SAFE Program fiscal web page located at <www.cde.ca.gov/calsafe/fiscal.htm>. Cal-SAFE Form A must be used by COEs to report Cal-SAFE ADA for support services funding, academic funding, and/or their 1998-99 deficiated PMP revenue limit. Cal-SAFE Form B must be used by school districts to report Cal-SAFE ADA for support services funding. COEs that provide Cal-SAFE support services for school district pupils through agreements with one or more school districts must attach one Cal-SAFE Form B for each participating district and report the total district Cal-SAFE ADA on Line B-4 of Cal-SAFE Form A. Cal-SAFE Form C must be used by LEAs to report Cal-SAFE child care data for child care funding.

The first, second and annual reporting periods coincide with that of the Principal Apportionment schedule, with the first period covering July 1 through December 31, the second period covering July 1 through April 15, and the annual period covering the entire fiscal year from July 1 through June 30. The due dates, however, are different; the Cal-SAFE attendance forms are due a few weeks after the deadlines for submitting the principal apportionment forms. The first period report is due February 20, 2004, the second period report is due May 14, 2004, and the annual report is due July 30, 2004.

To help CDE prepare the Cal-SAFE apportionment expeditiously, LEAs must ensure: their COE submits all applicable forms with original signatures, the reporting period has been checked and all of the boxes on the forms are complete (i.e., contact person's name, telephone number, county name, county code, etc.), the county certification form is complete, and copies of the forms submitted are retained for their records.

B. CORRECTIONS TO PREVIOUS REPORTS

The CDE does not process revisions to attendance reports other than the annual report. Attendance reporting is cumulative, meaning the reporting period always starts with the beginning of the fiscal year. Therefore, when the next scheduled Cal-SAFE report is submitted with accurate data, the revision will automatically be included.

LEAs should submit a revised Cal-SAFE annual report for any fiscal year in which data was found to be inaccurate. Revisions made to a fiscal year that precedes the current fiscal year by two or more fiscal years, requires an auditor's certification. All revisions should state the reason for the revision. Revised reports must be a complete package, meaning all pages in the report must be re-submitted, regardless of whether the page includes revised data. The reports must be marked "REVISED," "AMENDED," or "CORRECTED" at the top of each page. As with the original documents, original signatures are required.

IV. APPORTIONMENT DATES AND PERCENTAGES

The SFSD calculates and allocates the Cal-SAFE funds four times a year. The first apportionment, allocated around the end of November, is based on data from the prior year annual report, with LEAs receiving about 40 percent of the prior year funding. The second apportionment, allocated around the end of April, is based on current year data covering July 1 through December 31, in which LEAs receive about 40 percent of the current year funding. The third apportionment, allocated around the middle of August, is based on current year data covering July 1 through April 15, in which LEAs receive about 10 percent of the current year funding. The fourth apportionment, allocated around the end of October, is based on current year data covering July 1 through June 30, in which LEAs receive the remaining current year entitlement.

V. ADJUSTMENT FACTORS

The CDE adjusts the reported child care data on Cal-SAFE Form C for the age of the child and for the length of day the child care is provided. Days of enrollment is referred to as the adjusted days of enrollment. Instead of using the adjustment factors for the age of child and length of day separately, they are multiplied together to create nine different adjustment factors (see the Cal-SAFE 2003-04 Budget Projection Worksheet on page 13). In order to reflect the additional expense in caring for infants and toddlers as well as the length of day child care services are provided, the agency's reported days of enrollment are adjusted by the factors noted below. Infants require the highest staffing ratios due to the care needed, thus, receiving the highest adjustment factor. Likewise, providing part-time versus full-time care also impacts staffing ratios.

At the time of enrollment, a child may be designated "full-time," "three-quarters-time," or "half-time" on certain days, depending on the academic schedule of the parent. If a child's attendance pattern is consistently different from his/her enrollment, then the child's enrollment should be changed.

ADJUSTMENT FACTOR FOR THE AGE OF THE CHILD

Per *Education Code* Section 8265.5, the age categories and adjustment factors are:

<u>Age of Child</u>	<u>Factor</u>
Infant (birth to 18 months)	1.70
Toddler (18 months to 36 months)	1.40
Children (36 months to Kindergarten)	1.00

ADJUSTMENT FACTOR FOR THE LENGTH OF DAY

Per *Education Code* Section 8266.1, the length of day categories and their adjustment factors are:

<u>Length of Day</u>	<u>Factor</u>
Full-Time (6.5 to less than 10.5 hours)	1.00
Three-Quarters-Time (4 to less than 6.5 hours)	0.75
Half-Time (less than 4 hours)	0.55

VI. MISCELLANEOUS PROGRAM AREAS

A. COMMINGLED CHILD CARE PROGRAMS

A commingled program is one that serves children funded from various funding sources. Title 5 of the CCR, Section 18013(i) defines "commingled child care services" as "the provision of services to both subsidized and non-subsidized children in the same

classroom at the same time.” However, an agency may choose to define its program as commingled even if the children are served in separate classrooms if they share common facilities, equipment, supplies, staff, etc. Commingled programs with multiple CDE programs/contracts must keep accurate records to ensure children receive funding from only one of the programs/contracts for any given time. The same services and costs of a child may not be charged to more than one CDE funded program/contract.

B. CO-LOCATED CHILD CARE PROGRAM COST ALLOCATION

“Co-located” programs refers to two programs that share the same facility but cannot be commingled because of different program requirements or funding levels. For example, an agency operates a state pre-school program and a Cal-SAFE child care program at the same site. Since the two programs have different requirements they cannot be commingled, but there are some facility costs shared by both programs (electricity, program director’s salary, janitorial services, insurance, food services, supplies, etc.). Agencies with co-located programs must report each program/contract separately because of the different program types, and therefore, must have a Program Cost Allocation Plan (PCAP) to accurately report the appropriate costs for each program. The PCAP identifies the amount of shared expenses ascribed to each program.

The SFSD encourages any agency operating multiple programs to discuss and approve a PCAP as well as an indirect cost allocation plan with their Certified Public Accountant. The PCAP must detail how co-located and commingled programs will be tracked separately to ensure appropriate reporting requirements.

C. INDIRECT COSTS

Indirect costs are the LEA’s agency-wide costs of general management. They are not easily attributed to a specific program and are needed regardless of which programs are operated at the LEA. Indirect costs are often referred to as central administration costs and include the salaries and expenses for services such as accounting, budgeting, payroll preparation, personnel management, purchasing, and warehousing. In order for any program to function, these services must be provided.

Having a standardized method for calculating and using indirect cost rates allows LEAs to recover indirect costs without having to do extensive studies of how often each program utilizes the services of central administration. For instance, all programs at some point will utilize the services of personnel, budgeting, accounting, purchasing and warehousing, but if each of these areas did time accounting when they provided services to each program, it would take up an extraordinary amount of resources. Rather than do that, each program is charged a proportionate share of the indirect costs by applying the indirect cost rate to the “qualifying” expenditures of the program.

Indirect cost rates are calculated annually for LEAs based on agency-wide expenditure data submitted in the J-380/580 Program Cost Report or the Standardized Account Code Structure (SACS) Form ICR. The formula for calculating indirect cost rates is very

structured and conforms to the guidelines in CDE's approved indirect cost plan. To determine the CDE approved indirect cost rate for your district, check with your school or district business office, or visit the CDE's indirect cost page on the Internet at www.cde.ca.gov/fiscal/financial/icr.htm.

The Cal-SAFE Program has a "cap" on the amount of indirect costs that can be charged. Pursuant to *Education Code* Section 54749 (e), "Indirect costs shall not exceed the lesser of the approved indirect cost rate or 10 percent." For example, if the district's approved indirect cost rate is 11.5 percent, the program would be limited to 10 percent because it is the lesser of the two; if the district's approved indirect cost rate is 8.75 percent, the program would use 8.75 percent because it is less than 10 percent.

The actual charging of indirect costs is determined by multiplying the allowable indirect cost rate times the approved program expenditures, specifically those that fall within object codes 1000-5999. Expenditures that fall under Other Outgo in the 6000 object series are excluded from both the calculation of the indirect cost rates and the charging of indirect costs to a program. Further information on object codes and how they affect the calculation and charging of indirect costs can be found in the CDE's "Frequently Asked Questions (FAQs) on Indirect Costs/Rates" document at www.cde.ca.gov/fiscal/financial/indircostfaq.pdf.

D. FUNDING CARRY OVER

At the close of each fiscal year, Cal-SAFE operators may find they have not spent all of their funding in one or more of the Cal-SAFE Program categories. Unused funds can be carried forward from one fiscal year to the next. Funds that are carried over, like funds earned within the current fiscal year, must be kept in a separate, restricted account and may only be spent on allowable services for the program component in which they were earned. For example, carry-over support services funding can only be spent on support services, not child care.

E. OVERPAYMENTS/WITHHOLDING FUNDS

When it is determined that an LEA has been overpaid in one or more of the funding categories by prior apportionment(s) for any fiscal year, CDE will recoup the overpayment by offsetting the next scheduled apportionment. A change in the data reported by the LEA is the most common reason for an overpayment.

F. PROJECTING YOUR EARNINGS

Attachment A contains worksheets to help LEAs operating a Cal-SAFE Program determine their projected academic, support services, and child care funding for the 2003-04 fiscal year. The dollar amounts listed should only be used for the 2003-04 fiscal year. The worksheet on page 13 is for school districts and COEs that converted to the Cal-SAFE funding model. COEs that have not converted should use the worksheet on page 15.

Attachment A

LIST OF CAL-SAFE FORMS

Following this page are samples of Cal-SAFE forms along with instructions. The forms are also located at the Cal-SAFE web site <www.cde.ca.gov/calsafe/fiscal.htm>.

<u>Page</u>	<u>Form Title</u>
13	Cal-SAFE 2003-04 Budget Projection Worksheet for School Districts and Converted COEs
15	Cal-SAFE 2003-04 Budget Projection Worksheet for Non-converted COEs
17	Cal-SAFE Form A: Report of Attendance for Pupils Enrolled in County Cal-SAFE Programs
19	Cal-SAFE Form B: Report of Attendance for Pupils Enrolled in District Cal-SAFE Programs
21	Cal-SAFE Form C: Report for Cal-SAFE Child Care Funding
23	County Superintendent of Schools' Certification of District Cal-SAFE Forms B and C

Cal-SAFE 2003-04 Budget Projection Worksheet for School Districts and Converted COEs

This worksheet will help project Cal-SAFE funding for LEAs. Fill in the cells with the appropriate data as applicable to your program. The totals in cells E and N are the projected funding levels for administering the Cal-SAFE program. The dollar amounts listed should only be used for the 2003-04 fiscal year. This worksheet is for school districts and COEs that converted to the Cal-SAFE funding model. COEs that have not converted should use the worksheet on page 15. Please read and follow the directions for this worksheet provided on page 14.

Support Services ADA (A)	Support Services Allowance (A x \$2,370) (B)

Cal-SAFE Self- Contained County Classrooms ADA (C)	Multiply By Statewide Average Revenue Limit (C x \$5,585) (D)

Total Academic and Support Services Reimbursement (B + D) (E)

Child Care Enrollment Worksheet	Days of Enrollment (F)	Adjustment Factor (G)	Adjusted Days of Enrollment (H)
Infants (up to 18 months)			
Full-time		X 1.700	
Three-quarters time		X 1.275	
One-half time		X 0.935	
Toddlers (18 to 36 months)			
Full-time		X 1.400	
Three-quarters time		X 1.050	
One-half time		X 0.770	
Three Years and Older			
Full-time		X 1.000	
Three-quarters time		X 0.750	
One-half time		X 0.550	

Total Child Days of Enrollment (total of column F) (I)	Total Adjusted Child Days of Enrollment Earned (total of column H) (J)	Child Days of Attendance (from enrollment and attendance records) (K)	Ratio of Attendance To Unadjusted Enrollment (K / I) (L)	Ratio Plus Flex Factor (L + 0.050) (M)	Total Child Care Reimbursement ((J x \$28.14) or (J x M x \$28.14)) (N)

**Instructions for Cal-SAFE 2003-04 Budget Projection Worksheet
for School Districts and Converted COEs**

Specific Instructions

1. Enter in cell (A) the number of Cal-SAFE support services ADA. Carry the number to two decimal places.
2. Multiply the number in cell (A) by \$2,370, round to the nearest whole dollar, and enter the total into cell (B).
3. Enter in cell (C) the number of Cal-SAFE ADA for students taught in self-contained county classrooms. Carry the number to two decimal places.
4. Multiply the number in cell (C) by \$5,585, round to the nearest whole dollar, and enter the result into cell (D).
5. Add the dollar amounts in cells (B) and (D) and enter the total into cell (E).
6. In the boxes under (F) enter the number of child days of enrollment--add the number of days that each child of Cal-SAFE students are expected to receive child care services. These should be whole numbers.
7. Multiply each number of child days of enrollment under (F) by the appropriate adjustment factor under (G) and enter the number in the appropriate box under (H). Carry the numbers to three decimal places.
8. Total the number of child days of enrollment in cells (F) and enter into cell (I).
9. Total the number of adjusted child days of enrollment in cells (H) and enter the total into cell (J).
10. Enter in cell (K) the number of child days of attendance. This is the number of days each child was present for any part of a day including excused absences.
11. Divide the number in cell (K) by the number in cell (I) and enter the result carried to three decimal places into cell (L).
12. Add 0.050 to the number in cell (L) and enter into cell (M).
13. If the number in cell (M) is greater than or equal to 1.000, then multiply the number in cell (J) by \$28.14, round to the nearest whole dollar and enter into cell (N). If the number in cell (M) is less than 1.000, then multiply the number in cell (J) by the number in cell (M), multiply the resulting product by \$28.14, round to the nearest whole dollar and enter the result into cell (N).

Cal-SAFE 2003-04 Budget Projection Worksheet for Non-Converting COEs

This worksheet will help project Cal-SAFE funding for non-converting COEs. Fill in the cells with the appropriate data as applicable to your program. The totals in cells B, D, F, and T are the projected funding levels for administering the Cal-SAFE Program. The dollar amounts listed should only be used for the 2003-04 fiscal year. This worksheet is for COEs that have not converted to the Cal-SAFE funding model. School districts and COEs that have converted to the Cal-SAFE funding model should use the worksheet on page 13. Please read and follow the directions for this worksheet provided on page 16.

Total ADA (up to but not to exceed the E.C. 2551.3 Cap)	Multiply (A) By Your E.C. 2551.3 1998-99 Deficit Revenue Limit
---	--

(A)

(B)

--	--

Student ADA Above The E.C. 2551.3 Cap	Multiply By Statewide Average Revenue Limit (C x \$5,585)
---------------------------------------	---

(C)

(D)

--	--

Support Services ADA (above the E.C. 2551.3 Cap + other settings)	Support Services Reimbursement E x \$2,370
---	--

(E)

(F)

--	--

Child Care Enrollment Worksheet	Days of Enrollment (G)	Adjustment Factor (H)	Adjusted Days of Enrollment (I)
Infants (up to 18 months)			
Full-time		X 1.700	
Three-quarters time		X 1.275	
One-half time		X 0.935	
Toddlers (18 to 36 months)			
Full-time		X 1.400	
Three-quarters time		X 1.050	
One-half time		X 0.770	
Three Years and Older			
Full-time		X 1.000	
Three-quarters time		X 0.750	
One-half time		X 0.550	

Total Child Days of Enrollment (total of column G)	Total Adjusted Child Days of Enrollment Earned (total of column I)	Child Days of Attendance (from enrollment and attendance records)	Ratio of Attendance To Unadjusted Enrollment (L / J)	Ratio Plus Flex Factor (M + 0.050)	Child Days of Enrollment Earned (if N is greater than 1.000, then enter K, else K x N)	Total ADA Plus Support Services ADA (A + E)	Percentage of Child Days of Enrollment Funded By E.C. 2551.3 (A / P)	Child Days of Enrollment Funded By E.C. 2551.3 (O x Q)	Child Days of Enrollment Eligible For Additional Funding (R - O)	Total Child Care Reimbursement (S x \$28.14)
(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	(T)

Instructions for Cal-SAFE 2003-04 Budget Projection Worksheet for Non-Converting COEs

Specific Instructions

1. In cell (A) enter the lesser of: total self-contained county classroom ADA claimed pursuant to E.C. 54749(a)(3) and/or E.C. 2551.3, or the cap on E.C. 2551.3 ADA imposed by E.C. 54749(b) appropriate for your county. Carry the number to two decimal places.
2. Multiply the number in cell (A) by the E.C. 2551.3 deficated revenue limit for your county, round to the nearest whole dollar and enter the result into cell (B).
3. Enter in cell (C) the number of Cal-SAFE ADA that exceeds the E.C. 2551.3 cap. Carry the number to two decimal places.
4. Multiply the number in cell (C) by \$5,585, round to the nearest whole dollar, and enter into cell (D).
5. Add the number in cell (C) to the number of Cal-SAFE ADA representing students taught in other settings, carry the number to two decimal places, and enter the result into cell (E).
6. Multiply the number in cell (E) by \$2,370, round to the nearest whole dollar, and enter into cell (F).
7. In the boxes under (G) enter the number of child days of enrollment (add the number of days that each child of Cal-SAFE students are expected to receive child care services). These should be whole numbers.
8. Multiply each number of child days of enrollment under (G) by the appropriate adjustment factor under (H) and enter the number in the appropriate box under (I) (carry the numbers to three decimal places).
9. Total the number of child days of enrollment under (G) and enter into cell (J).
10. Total the number of adjusted days of enrollment under (I) and enter into cell (K).
11. Enter in cell (L) the number of child days of attendance (add the number of days each child was present for any part of a day and include excused absences).
12. Divide the number in cell (L) by the number in cell (J) and enter the result carried to three decimal places into cell (M).
13. Add 0.050 to the number in cell (M) and enter into cell (N).
14. If the number in cell (N) is greater than or equal to 1.000, then enter the number from cell (K) into cell (O). If the number in cell (N) is less than 1.000, then multiply the number in cell (K) by the number in cell (N), carry to three decimal places and enter into cell (O).
15. Add the number in cell (A) to the number in cell (E), carry to two decimal places and enter into cell (P).
16. Divide the number in cell (A) by the number in cell (P), carry to four decimal places and enter into cell (Q).
17. Multiply the number in cell (O) by the number in cell (Q), carry to three decimal places, and enter into cell (R).
18. Subtract the number in cell (R) from the number in cell (O), carry to three decimal places, and enter into cell (S).
19. Multiply the number in cell (S) by \$28.14, round to the nearest whole dollar, and enter into cell (T).

Report of Attendance for Pupils Enrolled in County Cal-SAFE Programs

Check One Box Only

- | | |
|---|---------------------------------|
| <input type="checkbox"/> First Period Report (July 1, 2003 through December 31, 2003) | Due by February 20, 2004 |
| <input type="checkbox"/> Second Period Report (July 1, 2003 through April 15, 2004) | Due by May 14, 2004 |
| <input type="checkbox"/> Annual Report (July 1, 2003 through June 30, 2004) | Due by July 30, 2004 |

County Name							
County Code			—				

Section A. Self-Contained County Classrooms		Whole Number		Decimal	
1. Total ADA generated by Cal-SAFE pupils	A-1				
2. E.C. 2551.3 Cap	A-2				
3. E.C. 54749(a)(3) ADA (subtract Line A-2 from Line A-1; if equal to or less than 0, enter 0)	A-3				

Section B. Detail for Line C-2 (must equal the total reported on Line C-2)		Whole Number		Decimal	
1. ADA reported on attendance entry screens that replaced Form J-27/28					
a. Community School Pupils (E.C. 1981(d)-Homeless)	B-1a				
b. Opportunity Schools and Full-day Opportunity Classes	B-1b				
c. Specialized Schools	B-1c				
d. Tech., Ag., Natural Resource Conservation Schools	B-1d				
e. Regional Occupational Centers/Programs	B-1e				
f. Adult Education	B-1f				
2. Charter Schools	B-2				
3. ADA reported on the attendance entry screen that replaced Form J-18/19C	B-3				
4. ADA reported on the attached district Cal-SAFE Form(s) B	B-4				

Section C. Support Services		Whole Number		Decimal	
1. E.C. 54749(a)(3) (enter number from Line A-3)	C-1				
2. E.C. 54749(a)(2) ADA generated in Other Settings (sum of Lines B-1a through B4)	C-2				

I hereby certify that, to the best of my knowledge and belief, this report is true and correct and that all attendance data have been compiled and reported in accordance with state and federal laws and regulations.		
_____ Print/Type Contact Person's Name	_____ Print/Type County Superintendent or Authorized Designee	
_____ Telephone Number	_____ Signature County Superintendent or Authorized Designee	
_____ Fax Number	_____ E-Mail	_____ Date

Instructions for Cal-SAFE Form A (Rev. 01/04): Report of Attendance for Pupils Enrolled in County Cal-SAFE Programs

General Instructions

1. This form is to be completed and signed by the county superintendent of schools for the purpose of claiming funding from the State School Fund for those county offices of education (COEs) operating a Cal-SAFE Program pursuant to Article 7.1 (commencing with Section 54740) of Chapter 9 of Part 29 of the *Education Code*. COEs operating Cal-SAFE Programs in conjunction with the school districts must attach a copy of the Cal-SAFE Form B "Report of Attendance for Pupils Enrolled in District Cal-SAFE Programs" for each district.
2. Place a check mark in one of the boxes at the top of the form to indicate the reporting period.
3. Round the average daily attendance (ADA) reported on this form to two decimal places.
4. After the county superintendent reviews and signs the report, forward the original to the **California Department of Education, School Fiscal Services Division, 1430 N Street, Suite 3800, Sacramento, CA 95814, Attn: Gary Kennedy**. Retain one copy for the county files.
5. The CDE will calculate the total amount of non-converting COE funding, academic funding for self-contained county classrooms, and support services funding based on the ADA reported on this form.

Specific Instructions

Please note: Beginning Fiscal Year 2002-03, the J-18/19 and J-27/28 attendance forms have been automated. Please ensure that the ADA reported on this Cal-SAFE form reflects the ADA reported on all attendance entry screens.

Section A - Self-Contained County Classrooms

- A-1. Provide the total ADA reported and claimed pursuant to E.C. 54749(a)(3) and/or E.C. 2551.3. The ADA reported on this line should equal the ADA reported on Line A-10 of the elementary and high school attendance entry screen that replaced Form J-27/28.
- A-2. Provide the cap on E.C. 2551.3 ADA imposed by E.C. 54749(b). If the county is not claiming ADA pursuant to E.C. 2551.3, enter zero. ADA claimed pursuant to E.C. 2551.3 will not generate separate funding for support services.
- A-3. Subtract Line A-2 from Line A-1 to determine the ADA claimed pursuant to E.C. 54749(a)(3). If this number is equal to or less than zero, enter zero. ADA claimed pursuant to E.C. 54749(a)(3) will generate separate support services funds.

Section B - Detail for Line C-2

This detail is provided to county offices for reporting ADA that will equal the number provided on Line C-2. **This detail does not constitute auditable documentation of ADA reported pursuant to E.C. 54749(a)(2).**

ADA reported in Sections B and C of this form pursuant to E.C. 54749(a)(2) should reflect the number of ADA reported on the associated attendance entry screens for the applicable period of attendance for 2003-04 that is also attributable to Cal-SAFE participants.

- B-1a through B-1d. Provide the number of ADA attributable to Cal-SAFE pupils reported on Line A-6 through Line A-9, respectively, of the elementary and high school attendance entry screen that replaced Form J-27/28.
- B-1e and B-1f. Provide the number of ADA attributable to Cal-SAFE pupils reported on Line B-1 and Line B-4, respectively, of the ROC/P, Adults and CalWORKs attendance entry screen that replaced Form J-27/28. ADA reported on Line B-1f of this form (Adult Education) must exclude the ADA of adults in correctional facilities.
- B-2. Provide the number of ADA attributable to Cal-SAFE pupils reported on Line A-19 of the elementary and high school attendance entry screen that replaced Forms J-18/19CH, J-18/19CH/BG, J-18/19CH/BG/U, and J-27/29CH/BG.
- B-3. Provide the number of ADA attributable to Cal-SAFE pupils reported on Line A-6 of the attendance entry screen that replaced Form J-18/19C.
- B-4. County offices operating Cal-SAFE Programs in conjunction with districts must attach one Cal-SAFE Form B for each district and provide the sum of Line(s) B-1 of Form(s) B here.

Section C - Support Services

- C-1. Enter the ADA from Line A-3.
- C-2. Enter the total ADA reported on Lines B-1a through B-4 of this form. The E.C. 54749(a)(2) ADA provided on Line C-2 must exclude:
 - (a) ADA reported on Lines A-2 through A-5 of the elementary and high school attendance entry screen that replaced Form J-27/28 (Court and Community Schools).
 - (b) ADA reported on Lines A-11 through A-18 of the elementary and high school attendance entry screen that replaced Form J-27/28, and Line A-12 of the regular elementary and high school attendance entry screen that replaced Form J-18/19 (Community Day Schools).

Report of Attendance for Pupils Enrolled in District Cal-SAFE Programs

Check One Box Only

- ☐ First Period Report (July 1, 2003 through December 31, 2003) **Due by February 20, 2004**
- ☐ Second Period Report (July 1, 2003 through April 15, 2004) **Due by May 14, 2004**
- ☐ Annual Report (July 1, 2003 through June 30, 2004) **Due by July 30, 2004**

County Name		County Code			
School District		District Code			

Section A. Detail for Line B-1 (must equal total reported on Line B-1)		Whole Number		Decimal	
1. Regular ADA, Grades Four through Six	A-1				
2. Regular ADA, Grades Seven and Eight	A-2				
3. Regular ADA, Grades Nine through Twelve	A-3				
4. Continuation Education	A-4				
5. Opportunity Schools and Full-Day Opportunity Classes	A-5				
6. Home and Hospital (Temp. Disabilities/Non-Special Ed.)	A-6				
7. Special Education – Special Day Class	A-7				
8. Special Ed-Nonpublic, Nonsectarian Schools E.C. 56366(a)(7)	A-8				
9. Special Ed-Nonpublic, Nonsectarian Schools E.C. 56836.16	A-9				
10. Regional Occupational Centers/Progs ADA	A-10				
11. Adult ADA, Concurrently Enrolled	A-11				
12. Adult ADA, Not Concurrently Enrolled-Mandated Programs	A-12				
13. Extended Year ADA, Special Education-Special Day Class	A-13				
14. Extended Year ADA-Nonpublic, Nonsectarian Schools E.C. 56366(a)(7)	A-14				
15. Extended Year ADA-Nonpublic, Nonsectarian Schools E.C. 56836.16	A-15				
16. Charter Schools	A-16				

Section B. Support Services		Whole Number		Decimal	
1. E.C. 54749(a)(2) (sum of Lines A-1 through A-16)	B-1				

I hereby certify that, to the best of my knowledge and belief, this report is true and correct and that all attendance data have been compiled and reported in accordance with state and federal laws and regulations.

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Print/Type Contact Person's Name	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Print/Type Superintendent or Authorized Designee
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Telephone Number	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Signature Superintendent or Authorized Designee
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Fax Number	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date

Instructions for Cal-SAFE Form B (Rev. 01/04): Report of Attendance for Pupils Enrolled in District Cal-SAFE Programs

General Instructions

1. This form is to be certified by both the district superintendent and the county superintendent of schools for the purpose of claiming funding from the State School Fund for those districts operating a Cal-SAFE Program pursuant to Article 7.1 (commencing with Section 54740) of Chapter 9 of Part 29 of the *Education Code*. Districts operating Cal-SAFE Programs in conjunction with the county office must ensure a copy of this form is attached to the county form (Form A “Report of Attendance for Pupils Enrolled in County Cal-SAFE Programs”).
2. Place a check mark in one of the boxes at the top of the form to indicate the reporting period.
3. After the district superintendent examines and signs the report, forward the original to the county office of education (COE) for certification. It may be included with a Cal-SAFE Form A, “Report of Attendance for Pupils Enrolled in County Cal-SAFE Programs” if the district is operating its program in conjunction with the county office. COEs are required to send the completed and certified forms to the **California Department of Education, School Fiscal Services Division, 1430 N Street, Suite 3800, Sacramento, CA 95814, Attn: Gary Kennedy**. Districts and COEs should retain one copy for their files.
4. Average daily attendance (ADA) reported in Section A and Section B of this form pursuant to E.C. 54749(a)(2) should reflect the number of ADA attributable to Cal-SAFE pupils that is also being reported on the attendance entry screens that replaced Forms J-18/19 and J-27/28 for the applicable period of attendance for 2003-04. Round the ADA to two decimal places.
5. The CDE will calculate the total amount of support services funding to be provided based on the ADA reported on this form.

Specific Instructions

Section A – Detail for Line B-1

This detail is provided for districts to report ADA that will equal the total number provided on Line B-1. **This detail does not establish auditable documentation of ADA reported pursuant to E.C. 54749(a)(2).** Please ensure that the ADA reported on this Cal-SAFE form reflects all attendance entry screens.

- A-1, A-2, and A-3. Provide the number of ADA attributable to Cal-SAFE pupils reported on Lines A-3, A-4, and A-5 of all attendance entry screens, respectively.
- A-4. Provide the number of ADA attributable to Cal-SAFE pupils reported on Line A-6 of all attendance entry screens.
- A-5. Provide the number of ADA attributable to Cal-SAFE pupils reported on Line A-7 of all attendance entry screens.
- A-6. Provide the number of ADA attributable to Cal-SAFE pupils reported on Line A-8 of all attendance entry screens.
- A-7. Provide the number of ADA attributable to Cal-SAFE pupils reported on Line A-9 of all attendance entry screens.
- A-8. Provide the number of ADA attributable to Cal-SAFE pupils reported on Line A-10 of all attendance entry screens.
- A-9. Provide the number of ADA attributable to Cal-SAFE pupils reported on Line A-11 of all attendance entry screens.
- A-10. Provide the number of ADA attributable to Cal-SAFE pupils reported on Line B-1 of all attendance entry screens.
- A-11. Provide the number of ADA attributable to Cal-SAFE pupils reported on Line B-2 of all attendance entry screens.
- A-12. Provide the number of ADA attributable to Cal-SAFE pupils reported on Line B-3 of all attendance entry screens.
- Reported Adult Education ADA for Cal-SAFE pupils must exclude the ADA of adults in correctional facilities.
- A-13, A-14, and A-15. Provide the number of ADA attributable to Cal-SAFE pupils reported on Lines A-13 through A-15 of all attendance entry screens, respectively.
- A-16. Provide the number of ADA from J-18/19CH, J-18/19CH/BG, and J-18/19 CH/BG/U attributable to Cal-SAFE pupils attending charter schools.

Section B – Support Services

Pursuant to E.C. 54749(a)(2), Cal-SAFE pupils generate Cal-SAFE support services funding through attendance in the education program(s) in which the pupils are enrolled. The ADA of these pupils is included in the categories of attendance entry screens. Provide the total E.C. 54749(a)(2) ADA on Line B-1, excluding ADA reported for Community Day Schools.

Report for Cal-SAFE Child Care Funding

Check One Box Only

- ☐ First Period Report (July 1, 2003 through December 31, 2003) **Due by February 20, 2004**
- ☐ Second Period Report (July 1, 2003 through April 15, 2004) **Due by May 14, 2004**
- ☐ Annual Report (July 1, 2003 through June 30, 2004) **Due by July 30, 2004**

County Name		County Code				
School District		District Code				

Section A. Enrollment, Operation, and Attendance Data

1. Infant Days of Enrollment (up to 18 months)	
a. Full-time	
b. Three-quarter time	
c. One-half time	
2. Toddler Days of Enrollment (18 to 36 months)	
a. Full-time	
b. Three-quarter time	
c. One-half time	
3. Three Years and Older Days of Enrollment (36 to 60 months or Kindergarten)	
a. Full-time	
b. Three-quarter time	
c. One-half time	
4. Days of Operation	
5. Days of Attendance	

I hereby certify that, to the best of my knowledge and belief, this report is true and correct and that all attendance and enrollment data have been compiled and reported in accordance with state and federal laws and regulations.

Print/Type Contact Person's Name

Print/Type Superintendent's Name or Authorized Designee

Telephone Number

Signature Superintendent or Authorized Designee

Fax Number

E-Mail

Date

Instructions for Cal-SAFE Form C (Rev. 01/04): Report for Cal-SAFE Child Care Funding

General Instructions

1. This form is to be completed by the school district superintendent and county superintendent of schools for the purpose of claiming child care funding from the State School Fund for those districts and county offices operating a Cal-SAFE Program pursuant to Article 7.1 (commencing with Section 54740) of Chapter 9 of Part 29 of the *Education Code*.
2. Place a check mark in one of the boxes at the top of the form to indicate the reporting period.
3. This report should include all child days of enrollment for the children of Cal-SAFE pupils for the period indicated. District Cal-SAFE agencies should include the days of enrollment for children of Cal-SAFE pupils attending summer school or community day school, even though such attendance does not generate reportable ADA for support services funding. Similarly, county office of education (COE) Cal-SAFE agencies should include days of enrollment for children of Cal-SAFE pupils attending juvenile court schools, county community schools, or community day schools, even though such attendance does not generate reportable ADA for support services funding.
4. This form should be submitted with the Cal-SAFE attendance reports. After the district superintendent examines and signs the report, forward the original to the county office of education. After the county superintendent examines and signs the district and/or county office reports, send the originals to the **California Department of Education, School Fiscal Services Division, 1430 N Street, Suite 3800, Sacramento, CA 95814, Attn: Gary Kennedy**. Retain one copy for the district and county files.
5. To be eligible for funding for Cal-SAFE child care, district and county superintendents must ensure that child care programs meet the health and safety requirements of Title 22, California Code of Regulations (CCR); the applicable requirements of Subchapter 3 of Chapter 19 of Title 5 (commencing with Section 18077); and the requirements of the Cal-SAFE Program. Specifically, auditable records complying with the provisions of E.C. 8208(e) and of Title 5 of the CCR, sections 18065 through 18067 must be maintained and used to complete this form. In applying these sections of the CCR, the word “operator” must be substituted for the word “contractor.”
6. Days of enrollment, days of operation, and days of attendance are defined on page 5 of the CDE’s “California School Age Families Education (Cal-SAFE) Program Fiscal Guidelines and Funding Procedures” 2003/04 handbook. For determining reimbursement, days of attendance will be adjusted by a flex factor of 5 percent pursuant to the provisions of Title 5 of the CCR, Section 18054(a)(3).
7. Based on the enrollment data reported on this form, the CDE will calculate the total child care funding to be provided by totaling the adjusted days of enrollment and attendance using the applicable adjustment factor.

Specific Instructions

Section A – Enrollment, Operation, and Attendance Data

- A-1, A-2, and A-3. Provide the days of enrollment for all infants, toddlers, and three-years and older children in the column to the right of the categories indicated (full-time, three-quarter time, one-half time). Do not include the days of enrollment or attendance for the children of pupils attending Juvenile Court Schools, County Community Schools, and Community Day Schools, unless the ADA of those pupils is reported on Line A-6 of the elementary and high school attendance entry screen that replaced Form J-27/28 or the attendance entry screen that replaced Form J-18/19 County Supplement and on the Report of Attendance for Pupils Enrolled in County Cal-SAFE Programs.
- A-4. Provide the number of days the Cal-SAFE child care program provided services. This number should be the number of calendar days during which Cal-SAFE pupils were expected to attend school (E.C. 54749(a)(4)).
- A-5. Provide the total days of child care attendance (including excused absences) by children of Cal-SAFE pupils computed pursuant to Title 5 of the CCR (sections 18065 through 18067).

COUNTY SUPERINTENDENT OF SCHOOLS' CERTIFICATION
OF DISTRICT CAL-SAFE FORMS B AND C

County _____

District _____

General Instructions

School District Superintendent's Responsibility

The California Department of Education will accept district Cal-SAFE reporting forms B and C only if it has all the necessary signatures. After the district superintendent examines and signs these reporting forms, please forward the original and one copy to the county superintendent of schools. Retain one copy for the district files.

County Superintendent of Schools' Responsibility

After review and approval as provided below, please forward the original reporting forms to the attention of Gary Kennedy, California Department of Education, School Fiscal Services Division, 1430 N Street, Suite 3800, Sacramento, CA 95814. Retain one copy for the county files.

Certification

I hereby certify that, to the best of my knowledge and belief, these district Cal-SAFE reporting forms B and C are true and correct and that all attendance data or data regarding child days of enrollment and attendance have been compiled and reported in accordance with state and federal laws and regulations.

Print/Type County Superintendent of Schools' Name or Authorized Designee

Signature County Superintendent of Schools' or Authorized Designee

Date

Telephone Number

Attachment B

Cal-SAFE Program
Program Office: 916-319-0917
Fiscal Office: 916-324-4555
www.cde.ca.gov/calsafe

2003-04 CDE PROGRAM CONSULTANT ASSIGNMENTS

Mitzi Inouye	Juanita Weber	Los Angeles County	Los Angeles County
916-319-0546	916-319-0545	Mitzi Inouye	Juanita Weber
COUNTY	COUNTY	916-319-0546	916-319-0545
Butte	Alameda	DISTRICT	DISTRICT
El Dorado	Contra Costa	ABC USD	Los Angeles COE
Fresno	Del Norte	Baldwin Park USD	Los Angeles USD
Imperial	Humboldt	Bassett USD	Montebello USD
Nevada	Kern	Charter Oak USD	Santa Monica-Malibu USD
Orange	Kings	Hacienda La Puente USD	
Placer	Lake	Long Beach USD	
Riverside	Madera	Paramount USD	
Sacramento	Mendocino	Rowland USD	
San Diego	Merced	Walnut Valley USD	
San Luis Obispo	Monterey	West Covina USD	
Santa Barbara	Napa	Whittier UHSD	
Shasta	San Bernardino		
Siskiyou	San Francisco		
Tehama	San Joaquin		
Ventura	San Mateo		
Yolo	Santa Clara		
	Santa Cruz		
	Solano		
	Sonoma		
	Stanislaus		
	Tulare		
	Tuolumne		

Cal-SAFE *EDUCATION CODES*

54740. This article shall be known and may be cited as the California School Age Families Education Program (Cal-SAFE).

54741. The Legislature hereby finds and declares all of the following:

(a) Adolescents, due to early pregnancy and childbearing, experience significant educational losses leading to a lifelong loss of schooling.

(b) Although less than a quarter of California's pregnant and parenting teen mothers use welfare as teenagers, over time they make up a significant percentage of the AFDC caseload. Half of all unmarried teen mothers go on welfare within four years of the birth of their children and 42 percent of all AFDC mothers began families as teenagers.

(c) In 1995, there were 123,240 pregnant and parenting mothers age 18 years and younger.

(d) Approximately one-quarter of teen mothers in California will experience a second or subsequent birth while in their teen years.

(e) The number one reason cited by females for dropping out of school is pregnancy and parenting responsibilities, although existing school data collection systems do not include the number of pregnant and parenting pupils enrolled in school nor the number who drop out of school due to pregnancy and parenting responsibilities.

(f) Eighty percent of females who become mothers before the age of 18 do not finish high school, and 40 percent of females who give birth by age 15 do not complete the 8th grade.

(g) Young women with poor basic skills, regardless of ethnicity, are five times as likely to become mothers before age 16 as are those with average basic skills, and young women with poor or fair basic skills are four times as likely as those with average basic skills to have more than one child in their teens.

(h) Teen fathers are at high risk of low educational achievement, as they are more likely to drop out of school to secure low-paying, unskilled jobs with little promise of future improvement.

(i) Children of teenage mothers have a greater chance of experiencing behavior problems during adolescence, engaging in delinquent or criminal activities, becoming sexually active at a young age, and becoming teen parents.

(j) School-based programs for pregnant and parenting teens and their children offering a wide range of educational and supportive services, including child care and transportation, which begin during pregnancy and continue after childbirth, have been successful in increasing school enrollment and high school graduation rates, and reducing the incidence of low birth weight babies and repeat pregnancies.

(k) School-based programs targeting pregnant and parenting teens and their children are often nonexistent or fragmented, have inequitable program funding, lack comprehensive integrated school-linked services, lack useful school data, and often have not been evaluated.

54742. (a) It is the intent of the Legislature to establish a comprehensive, continuous, and community linked school-based program that focuses on youth development and dropout prevention for pregnant and parenting pupils and on child care and development services for their children for the purpose of improving results for approximately 60,000 pupils and their children.

(b) The goals of the program are all of the following:

(1) A significant number of eligible female and male pupils in need of targeted supportive services related to school success will be served.

(2) Pupils shall have the opportunity to be continuously enrolled in the Cal-SAFE program through graduation from high school.

(3) Pupils served who receive program services for one or more years will earn a high school diploma or its equivalent or demonstrate progress towards completion of education goals.

(4) Pupils served who graduate will transition to postsecondary education, including a technical school, or into the world of work.

(5) Pupils served and their children will not become welfare dependent.

(6) Pupils served will demonstrate effective parenting skills.

(7) Pupils served will not have a repeat birth or father a repeat pregnancy before graduating from high school.

(8) Pregnant pupils served will not have a low birth weight baby.

(9) Children of enrolled teen parents will receive child care and development services based upon the assessed developmental and health needs of each child.

(10) Children of enrolled teen parents will receive health screening and immunizations except when the custodial parent annually provides a written request for an exemption pursuant to Section 49451 and Section 120365 of the Health and Safety Code.

(11) Children of enrolled teen parents will have enhanced school readiness, demonstrate progress towards meeting their assessed developmental goals, or both.

(c) It is the intent of the Legislature that if there are not enough resources to serve all eligible pupils, the program shall target services to pupils who are most in need or to pupils who are least likely to access services on their own.

(d) It is the intent of the Legislature that Cal-SAFE programs be integrated with local Adolescent Family Life programs and Cal-Learn programs in a manner that avoids duplication of services.

54743. For the purposes of this chapter, the following definitions shall apply:

(a) "Case management" means a process that ensures that the pupil and child receive identified needed services in an efficient, supportive, and cost effective manner. The process is interactive, pupil-centered, culturally appropriate, and goal-oriented.

(b) "Child care and development program" means developmentally appropriate learning activities for the children of enrolled teen parents that are provided when the child's teen parent is, or parents are, participating in a school-approved activity both during and outside the schoolday.

(c) "Intake process" means the interactive process upon entry into the Cal-SAFE program through which academic and service needs are inventoried and demographic data are collected.

(d) "Interventions" means services needed to correct or ameliorate a pupil's health, psychosocial, educational, vocational, daily living, or economic problems, which may impede the pupil from achieving the program goals.

(e) "Local education agency" means a school district or county office of education.

(f) "Support services" means services, as referenced in subdivision (b) of Section 54746, that will enhance the academic ability of the enrolled pupil in order for her or him to earn a high school diploma or its equivalent and for healthy development of their children.

(g) "Title IX of the Education Amendments of 1972 Regulations" refers to federal Public Law 92-318 and the regulations set forth in Section 106.1 and following of Title 34 of the Code of Federal Regulations, which prohibit discrimination against pupils, among other things, because of their pregnant or parenting status.

(h) "Expectant parent" means a female who is pregnant or a male who voluntarily identifies himself as the parent of an unborn child, and who meets eligibility criteria specified in Section 54747.

54744. (a) It is the intent of the Legislature that communities implementing new programs or initiatives connect with existing program strategies and build upon existing local collaboratives, when possible, to provide a unified integrated system of service for children and families.

(b) No application for participation in the Cal-SAFE program is complete unless each county superintendent of schools, in conjunction with superintendents of school districts, the Adolescent Family Life Program, the Cal-Learn program, the local child care and development planning council as defined by Section 8499.5, and, as appropriate, other existing organizations such as Healthy Start and local job training councils, have developed a county service coordination plan for providing educational and related support services to pregnant and parenting teens and their children.

(c) The county service coordination plan shall include, at a minimum, all of the following information:

(1) Incidence of live births to teen mothers by a method to be determined by the State Department of Education.

(2) Incidence of pregnant and parenting pupils receiving welfare aid by a method to be determined by the State Department of Education.

(3) Incidence of low birth weight children born to teen mothers by a method to be determined by the State Department of Education.

(4) Educational alternatives for pregnant and parenting teens.

(5) Child care and development resources for the children of teen parents.

(6) Public and private resources providing support services necessary for pregnant and parenting teens to achieve academically.

(7) Gaps and overlaps in educational and support services for pregnant and parenting pupils and their children.

(8) Proposed strategies to address identified gaps and overlaps in services.

(d) The county service coordination plan shall be submitted to the State Department of Education no later than June 1, 2000.

(e) If the county service coordination plan is not submitted to the State Department of Education by June 1, 2000, a local education agency may only operate a Cal-SAFE program on an interim basis until January 1, 2001.

(f) The county superintendent of schools, in conjunction with superintendents of school districts, the Adolescent Family Life Program, the Cal-Learn program, the local child care and development planning council as defined by Section 8499.5, and, as appropriate, other existing organizations such as Healthy Start and local job training councils, shall annually review the county service coordination plan, update the plan as needed, disseminate the revised plan to superintendents of school districts within its jurisdiction, and submit a copy of the revised plan to the State Department of Education.

54745. (a) In the administration of the Cal-SAFE program, the following provisions apply:

(1) Participation by a school district or county superintendent of schools in the Cal-SAFE program is voluntary.

(2) The governing board of a school district or county superintendent of schools may submit an application to the State Department of Education in the manner, form, and by the date specified by the department to establish and maintain a Cal-SAFE program.

(3) A school district or county superintendent of schools approved to implement the Cal-SAFE program shall be funded as one program to be operated at one or multiple sites depending upon the need within the service area.

(4) Notwithstanding any other law, a school district or county superintendent of schools operating, by October 1, 1999, a School Age Parent and Infant Development Program pursuant to Article 17 (commencing with Section 8390) of Chapter 2 of Part 6, a Pregnant Minors Program pursuant to Chapter 6 (commencing with Section 8900) of Part 6 and Section 2551.3, or a Pregnant and Lactating Students Program pursuant to Sections 49553 and 49559, as those provisions existed prior to January 1, 1999, or any combination thereof, that chooses to participate in the Cal-SAFE program shall have priority for Cal-SAFE program funding for an amount up to the dollar amount provided to each school district or county superintendent of schools under those provisions in the fiscal year prior to participation in the Cal-SAFE program, provided that an application is submitted and approved.

(5) If a school district or county superintendent of schools operating a School Age Parent and Infant Development Program, a Pregnant Minors Program, or a Pregnant and Lactating Students Program, or any combination thereof, chooses not to participate in the Cal-SAFE program, it is the intent of the Legislature that the funding it would have received for the operation of those programs shall be redirected to the Cal-SAFE program and the school district or county superintendent of schools may apply in a subsequent school year to operate a Cal-SAFE program.

(6) A school district or county superintendent of schools that terminates its Cal-SAFE program may reapply to establish a Cal-SAFE program.

(7) In order to continue implementation of the Cal-SAFE program beyond the initial three years of funding, each funded agency shall be reviewed by the department to determine progress towards achieving the goals set forth in Section 54742. Thereafter, funded agencies shall be reviewed and reauthorized every five years based upon a

process determined by the department to continue implementation of a Cal-SAFE program.

(b) All of the following requirements apply to an application for the Cal-SAFE program:

(1) The governing board of a participating local education agency shall adopt a policy or resolution declaring its commitment to provide a comprehensive, continuous, community-linked program for expectant and parenting pupils and their children that reflects the cultural and linguistic diversity of the community.

(2) The local education agency shall provide assurance for participation in the development of the County Service Coordination Plan as described in Section 54744.

(3) A school district or county superintendent of schools shall agree to participate in the data collection and evaluation of the Cal-SAFE program.

(c) To implement a Cal-SAFE program, the funded school district, or county superintendent of schools shall meet all of the following criteria:

(1) Be in compliance with the regulations adopted pursuant to Title IX of the Education Amendments of 1972.

(2) Ensure that enrolled pupils retain their right to participate in any comprehensive school or educational alternative programs in which they could otherwise enroll. School placement and instructional strategies shall be based upon the needs and styles of learning of the individual pupils. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the individual parent, child, or both.

(3) Enroll pupils into the Cal-SAFE program on an open entry and open exit basis.

(4) Provide a quality education program to pupils in a supportive and accommodating learning environment with appropriate classroom strategies to ensure school access and academic credit for all work completed.

(5) Provide parenting education and life skills instruction to enrolled pupils.

(6) Make maximum utilization of available programs and facilities to serve expectant and parenting pupils and their children.

(7) Provide a quality child care and development program for the children of enrolled teen parents located on or near the schoolsite.

(8) Make maximum utilization of its local school food service program.

(9) Provide special school nutrition supplements, as defined by subdivision (b) of Section 49553, to pregnant and lactating pupils.

(10) Enter into formal partnership agreements, as necessary, with community-based organizations and other governmental agencies to assist pupils in accessing support services or to provide child care and development services.

(11) Provide staff development and community outreach in order to establish a positive learning environment and school policies supportive of expectant and parenting pupils' academic achievement and to promote the healthy development of their children.

(12) Maintain an annual program budget and expenditure report to document that funds are expended pursuant to Section 54749.

(13) Assess no fees to enrolled pupils or their families for services provided through the Cal-SAFE program.

(14) Establish and maintain a database in the manner and form prescribed by the State Department of Education for purposes of program evaluation.

(15) Coordinate to the maximum extent possible with Cal-Learn program case managers provided pursuant to Section 11332.5 of the Welfare and Institutions Code and Adolescent Family Life Program case managers provided pursuant to Article 1 (commencing with Section 124175) of Chapter 4 of Part 2 of Division 106 of the Health and Safety Code.

54746. (a) In meeting the goals of the program and responding to the individual needs and differences of pupils and their children to be served, the funded agency shall complete an intake procedure regarding each pupil and child upon entry into the program and periodically as needed thereafter.

(b) Based upon the information provided during the intake procedure pursuant to subdivision (a), the funded agency shall determine appropriate levels and types of services to be provided. These services may not duplicate services currently provided to the pupil by a local Adolescent Family Life Program or Cal-Learn program.

In addition to an academic program that meets district standards, necessary support services for pupils shall be funded by the calculation pursuant to paragraph (1) of subdivision (a) of Section 54749. Allowable expenditures for support services are as follows:

- (1) Parenting education and life skills instruction.
 - (2) Perinatal education and care, including childbirth preparation.
 - (3) Safe home-to-school transportation.
 - (4) Case management services.
 - (5) Comprehensive health education, including reproductive health care.
 - (6) Nutrition education, counseling, and meal supplements.
 - (7) School safety and violence prevention strategies targeted to expectant and parenting teens and their children.
 - (8) Academic support and youth development services, such as tutoring, mentoring, and community service internships.
 - (9) Career counseling, preemployment skills, and job training.
 - (10) Substance abuse prevention education, counseling, and treatment services.
 - (11) Mental health assessment, interventions, and referrals.
 - (12) Crisis intervention counseling services, including suicide prevention.
 - (13) Peer support groups and counseling.
 - (14) Family support and development services, including individual and family counseling.
 - (15) Child and domestic abuse prevention education, counseling, and services.
 - (16) Enrichment and recreational activities, as appropriate.
 - (17) Services that facilitate transition to postsecondary education, training, or employment.
 - (18) Support services for grandparents, siblings, and fathers of babies who are not enrolled in the Cal-SAFE program.
 - (19) Outreach activities to identify eligible pupils and to educate the community about the realities of teen pregnancy and parenting.
- (c) The funded agency shall provide child care and development program services located on or near the schoolsite for the children of teen parents enrolled in the

Cal-SAFE program. Program services shall be funded by the revenue generated pursuant to paragraph (4) of subdivision (a) of Section 54749.

(1) Participation in the child care and development component of the Cal-SAFE program shall be voluntary.

(2) There is no minimum age for enrollment, but the child shall be eligible for enrollment in the child care and development component until the age of five years or the child is enrolled in kindergarten, whichever occurs first, as long as the teen parent is enrolled in the Cal-SAFE program.

(3) Each child shall have a health evaluation form signed by a physician, or his or her designee, before the child is allowed on the school campus or is enrolled in the child care and development program. Health screening and immunizations shall not be required when the custodial parent annually files a written request as provided for in Section 49451 and Section 120365 of the Health and Safety Code.

(4) A developmental profile shall be maintained for each infant, toddler, and child. This development profile shall be utilized by the program staff to design a program that meets the infant's, toddler's, or child's developmental needs.

(5) The arrangement of the child care site environment shall be safe, healthy, and comfortable for children and staff, easily maintained, and appropriate for meeting the developmental needs of the individual child. Child care sites shall meet the health and safety requirements specified in Chapter 1 (commencing with Section 101151) of, and Subchapter 2 (commencing with Section 101351) of, Division 12 of Title 22 of the California Code of Regulations.

(6) The child care and development component of the Cal-SAFE program shall operate pursuant to applicable sections of Chapter 2 (commencing with Section 8200) of Part 6. In addition to meeting the requirements of Section 8360, teachers shall have at least three semester units, or the equivalent number of quarter units, of coursework related to the care of infants and toddlers.

(7) The child care site shall be available as a laboratory for parenting or related courses that are offered by the funded agency with priority given to pupils enrolled in the Cal-SAFE program.

(d) In-service training for school staff on teen pregnancy and parenting-related issues may be funded from revenue generated pursuant to paragraphs (1) and (4) of subdivision (a) of Section 54749. However, use of these funds for this purpose shall supplement and, not supplant, existing resources in these areas.

(e) The database required pursuant to paragraph (14) of subdivision (c) of Section 54745 may be funded from revenue appropriated for purposes of subdivision (a) of Section 54749.

54746.5. (a) Local education agencies that are applying to operate a Cal-SAFE program pursuant to Section 54749 but which are not in full compliance may submit a timeline and a corrective action plan for approval by the Superintendent of Public Instruction on a case-by-case basis to extend, to no later than June 30, 2002, a waiver from implementation of the child care and development requirements set forth in paragraph (7) of subdivision (c) of Section 54745 and in subdivision (c) of Section 54746.

(b) Local education agencies that are applying to operate a Cal-SAFE program pursuant to Section 2551.3 but are not in full compliance may submit a timeline and a corrective action plan for approval by the Superintendent of Public Instruction on a case-by-case basis to extend, to no later than June 30, 2002, a waiver from implementation of the child care and development physical environment requirements pursuant to paragraph (5) of subdivision (c) of Section 54746, and as set forth in subdivision (d) of Section 101238 of, Section 101238.2 of, subdivision (a) of Section 101238.3 of, subdivisions (b) and (c) of Section 101238.4 of, subdivisions (e), (h), and (j) of Section 101239 of, and paragraph (2) of subdivision (a) of Section 101239.2 of, Title 22 of the California Code of Regulations.

(c) If the Superintendent of Public Instruction finds that a local education agency that has submitted a timeline and a corrective action plan pursuant to this section has not complied with all provisions of the corrective action plan as approved by the Superintendent of Public Instruction, the local education agency shall be ineligible for any funding pursuant to Section 2551.3 after the date of mailing of the written notification of noncompliance to the local education agency.

(d) For teachers in Cal-SAFE child care programs operated pursuant to Section 54749, the Superintendent of Public Instruction may waive the qualification requirements of paragraph (6) of subdivision (c) of Section 54746 for the 2001-02 fiscal year if the superintendent determines that the existence of compelling need is appropriately documented and the applicant is making satisfactory progress toward securing a permit issued by the Commission on Teacher Credentialing.

(e) For teachers in Cal-SAFE child care programs operated pursuant to Section 2551.3, the Superintendent of Public Instruction may waive the qualification requirements of paragraph (6) of subdivision (c) of Section 54746 until June 30, 2002, if the superintendent determines that the existence of compelling need is appropriately documented and the applicant is making satisfactory progress toward securing a permit issued by the Commission of Teacher Credentialing.

54747. (a) A male or female pupil, 18 years of age or younger, may enroll in the Cal-SAFE program and be eligible for all services afforded to pupils enrolled if he or she is an expectant parent, the custodial parent, or the noncustodial parent taking an active role in the care and supervision of the child, and has not earned a high school diploma or its equivalent.

(b) A pupil who is an expectant parent, custodial parent, or noncustodial parent taking an active role in the care and supervision of his or her child, has not earned a high school diploma or its equivalent, and has an active special education Individualized Education Plan (IEP) shall be eligible as long as she or he has an active IEP and meets the eligibility criteria as specified in paragraph (4) of subdivision (c) of Section 56026, and shall continue to receive services identified in the IEP while enrolled in the Cal-SAFE program.

(c) Pupils shall be eligible for enrollment on a voluntary basis for as long as they meet eligibility criteria specified in subdivisions (a) and (b) until they earn a high school diploma or its equivalent.

(d) A pupil may not be denied initial or continuous enrollment in the Cal-SAFE program for any of the following reasons:

- (1) The pupil has had multiple pregnancies.
- (2) The pupil has more than one child.
- (3) The pupil's eligibility status changed from expectant to parenting.
- (e) If an enrolled 18-year-old pupil reaches age 19 without earning a high school diploma or its equivalent, the pupil may be enrolled for one additional semester if the pupil has been continuously enrolled in the Cal-SAFE program since before his or her 19th birthday.
- (f) Pupils receiving services under Article 3.5 (commencing with Section 11331) of Chapter 2 of Part 3 of Division 9 of the Welfare and Institutions Code are eligible for services under this chapter. Child care provided under this article shall be the primary source of child care for these recipients when participating in a Cal-SAFE program operated by school districts or county superintendents of schools.

54748. The duties of the State Department of Education include all of the following:

- (a) Provision of technical assistance, focused upon transition into the Cal-SAFE program, to school districts and county superintendents of schools currently operating a School Age Parent and Infant Development Program, a Pregnant Minors Program, or a Pregnant and Lactating Students Program, or any combination thereof.
- (b) Provision of technical assistance to school districts and county superintendents of schools that do not currently operate a School Age Parent and Infant Development Program, a Pregnant Minors Program, or a Pregnant and Lactating Students Program as defined by subdivision (a) of Section 54745.
- (c) Identification and sharing of information on best practices across program sites.
- (d) Development of benchmarks to determine to what degree pupils and children enrolled in the Cal-SAFE program attain the program goals.
- (e) Consultation with local education agency representatives and others, as appropriate, to develop strategies for implementation of the Cal-SAFE program.
- (f) Determination of areas in the state where there are pupils who are most in need or pupils who are least likely to access services on their own if there are not enough resources to serve all eligible pupils.
- (g) Development of an application process and approval of local education agencies to implement a Cal-SAFE program.
- (h) Development of operating guidelines for implementing an effective Cal-SAFE program.
- (i) Development of guidelines for fiscal reporting.
- (j) Coordination with other state agencies that administer teen pregnancy prevention and intervention programs.
- (k) Development of procedures to conduct program evaluation and monitoring, as appropriate.
- (l) Commencing March 1, 2005, and every five years thereafter, preparation and submission of a report to the Joint Legislative Budget Committee and appropriate policy and fiscal committees of the Legislature. The report shall include data, analysis of data, and an evaluation of the Cal-SAFE program.

54749. (a) For the 2000-01 fiscal year and each fiscal year thereafter, a school district or county superintendent of schools participating in Cal-SAFE is eligible for state

funding from funds appropriated for services provided for the purposes of the program as follows:

(1) A support services allowance of two thousand two hundred thirty-seven dollars (\$2,237) for each unit of average daily attendance generated by each pupil who has completed the intake process pursuant to subdivision (a) of Section 54746 and is receiving services pursuant to subdivision (b) of Section 54746. This allowance shall be adjusted annually by the inflation factor set forth in subdivision (b) of Section 42238.1. In no event shall more than one support service allowance be generated by any pupil concurrently enrolled in more than one educational program.

(A) A support services allowance may not be claimed for units of average daily attendance reported pursuant to the following:

(i) Subdivision (b) of Section 1982 for pupils attending county community schools operated pursuant to Chapter 6.5 of Part 2 (commencing with Section 1980).

(ii) Pupils attending juvenile court schools operated pursuant to Article 2.5 (commencing with Section 48645) of Chapter 4 of Part 27.

(iii) Pupils attending community day schools operated pursuant to Article 3 (commencing with Section 48660) of Chapter 4 of Part 27.

(iv) Pupils attending a county operated Cal-SAFE program pursuant to this article whose attendance is reported pursuant to Section 2551.3.

(B) A support services allowance may not be used to supplant average daily attendance and revenue limit funding provided pursuant to paragraph (2) for the support of educational programs that Cal-SAFE program pupils attend.

(2) Average daily attendance and revenue limit funding for pupils receiving services in the Cal-SAFE program shall be computed pursuant to provisions and regulations applicable to the educational program or programs that each pupil attends, except as provided in paragraph (3).

(3) For attendance not claimed pursuant to paragraph (2), a county office of education may claim the statewide average revenue limit per unit of average daily attendance for high school districts, payable from Section A of the State School Fund, for the attendance of pupils receiving services in the Cal-SAFE program, provided that no other revenue limit funding is claimed for the same pupil and pupil attendance of no less than 240 minutes per day and is computed and maintained pursuant to Section 46300.

(4) Except as provided in subdivision (c) of Section 54749.5, operators of Cal-SAFE programs shall be reimbursed in accordance with the amount specified in subdivision (b) of Section 8265 and the amounts specified in subdivisions (a) and (b) of Section 8265.5 for each child receiving services pursuant to the Cal-SAFE program who is the child of teen parents enrolled in the Cal-SAFE program. To be eligible for funding pursuant to this paragraph, the operational days of child care and development programs are only those necessary to provide child care services to children of pupils participating in Cal-SAFE.

(5) Notwithstanding paragraph (1), pupils for whom attendance is reported pursuant to subdivision (b) of Section 1982, pupils attending juvenile court schools, and pupils attending community day schools may complete the intake process for the Cal-SAFE program and, if the intake process is completed, shall receive services pursuant to subdivision (b) of Section 54746. The children of pupils receiving services in the Cal-SAFE program pursuant to subdivision (b) of Section 54746 and attending juvenile court

schools, county community schools, or community day schools are eligible for funding pursuant to paragraph (4) and no other provisions of this section.

(b) Funds allocated pursuant to paragraph (1) of subdivision (a) shall be maintained in a separate account and shall be expended only to provide the supportive services enumerated in subdivision (b) of Section 54746, to provide in-service training as specified in subdivision (d) of Section 54746, and for the expenditures enumerated in subdivision (d) of this section.

(c) Funds allocated pursuant to paragraph (4) of subdivision (a) shall be maintained in a separate account and shall be expended only to provide developmentally appropriate child care and development services pursuant to subdivision (c) of Section 54746 and staff development of child development program staff pursuant to subdivision (d) of Section 54746 for children of teen parents enrolled in the Cal-SAFE program for the purpose of promoting the children's development comparable to age norms, access to health and preventive services, and enhanced school readiness.

(d) Funds generated pursuant to Section 2551.3, subdivision (b) of Section 54749.5, and this section shall be maintained in a separate account and shall be expended only to provide the services enumerated in Section 54746 and the following expenditures as defined by the California State School Accounting Manual:

- (1) Expenditures defined as direct costs of instructional programs.
- (2) Expenditures defined as documented direct support costs.
- (3) Expenditures defined as allocated direct support costs.
- (4) Expenditures for indirect charges.
- (5) Expenditures defined as facility costs, including the costs of renting, leasing, lease purchase, remodeling, or improving buildings.

(e) Indirect costs may not exceed the lesser of the approved indirect cost rate or 10 percent.

(f) Expenditures that represent contract payments to community-based organizations and other governmental agencies pursuant to paragraph (10) of subdivision (b) of Section 54745 for the operation of a Cal-SAFE program shall be included in the Cal-SAFE program account.

(g) To the extent permitted by federal law, any funding made available to a school district or county superintendent of schools is subject to all of the following conditions:

- (1) The program is open to all eligible pupils without regard to any pupil's religious beliefs or any other factor related to religion.
- (2) No religious instruction is included in the program.
- (3) The space where the program is operated is not used in any manner to foster religion during the time used for operation of the program.

(h) A school district or county superintendent of schools implementing a Cal-SAFE program may establish a claims process to recover federal funds available for any services provided that are Medi-Cal eligible.

(i) For purposes of serving pupils enrolled in the Cal-SAFE program in a summer school program or enrolled in a school program operating more than 180 days, eligibility for child care services pursuant to subdivision (c) of Section 54746 shall be determined by the parent's hours of enrollment and shall be for only those hours necessary to further the completion of the parent's educational program.

(j) To meet startup costs for the opening of child care and development sites, as defined in subdivision (ab) of Section 8208, and applicable regulations, a school district or county office of education may apply for a one-time 15-percent service level exemption within the amount appropriated in the annual Budget Act for the purposes of paragraph (4) of subdivision (a) for each site meeting the criteria set forth in subdivision (ab) of Section 8208. To the extent that Budget Act funding is insufficient to cover the full costs of Cal-SAFE child care, reimbursements to all participating programs shall be reduced on a pro rata basis. A school district or county office of education shall submit claims pursuant to this subdivision with other claims submitted pursuant to this section. Funding provided for startup costs shall be utilized for approvable startup costs enumerated in subdivision (a) of Section 8275.

(k) To meet costs for the renovation, repair, or improvement of an existing building to make the building suitable for licensure for child care and development services and for the purchase of new relocatable child care facilities for lease to school districts and contracting agencies that provide child care and development services, a school district or county office of education that provides child care pursuant to this article may apply for and receive funding pursuant to Section 8278.3.

(l) Notwithstanding any other provision of this article, the implementation of this article is contingent upon appropriations in the annual Budget Act for the purpose of its administration and evaluation by the State Department of Education.

(m) Notwithstanding any other law, a charter school may apply for funding pursuant to this article and shall meet the requirements of this article to be eligible for funding pursuant to this section.

54749.5. (a) County superintendents who operated pregnant minors programs in the 1979-80 fiscal year, or commenced operation during the 1996-97 fiscal year, shall continue to operate pregnant minors programs in the 1980-81 fiscal year, or the 1997-98 fiscal year, as appropriate, and each fiscal year thereafter, and school districts that increased their revenue limit in the 1981-82 fiscal year pursuant to subdivision (d) of Section 42241 shall continue to operate pregnant minors programs in subsequent fiscal years, unless the program is transferred to another local education agency, or unless the county superintendent or district superintendent demonstrates that programs and services for pregnant minors, such as continuation school, home instruction, or independent instruction, are available from other local education agencies in the county, pursuant to rules and regulations adopted by the Superintendent of Public Instruction.

(b) Pregnant minors programs that continue to operate pursuant to subdivision (a) and that continue to operate as Cal-SAFE programs may continue to claim funding pursuant to Section 2551.3 for an amount of average daily attendance up to the amount certified at the 1998-99 annual apportionment for that program. Programs continuing under this section may enroll pupils above the level of average daily attendance certified at the 1998-99 annual apportionment, and that additional average daily attendance shall be eligible for funding pursuant to Section 54749 and provisions that apply to the educational program that the pupil attends.

(c) County offices of education that choose to retain their pregnant minor program revenue limit rather than convert to the Cal-SAFE revenue limit shall provide child care services from funds provided in their pregnant minor program revenue limit pursuant to

Section 2551.3 for children of pupils comprising base year average daily attendance as certified at the 1998-99 annual apportionment. Growth funding for child care shall be equal to the proportionate share of child care funding for the specific agency's program, determined by dividing the certified growth in pupil average daily attendance by the total certified average daily attendance.

(d) Nothing in this section shall be construed as allowing a county superintendent to receive funding pursuant to Sections 2551.3 and 54749 for the same average daily attendance, or for average daily attendance generated by the same pupil on the same calendar day.

OTHER SIGNIFICANT *EDUCATION CODE* REFERENCES

County Offices Previously Operating a Pregnant Minors Program

2551.3. (a) For the 1979-80 fiscal year and each fiscal year thereafter, the Superintendent of Public Instruction shall make the following computations to determine the state aid to be allocated for pregnant minors programs operated by county superintendents of schools:

(1) The Superintendent of Public Instruction shall determine expenditures made by the county office for the 1979-80 fiscal year and shall divide such amount by the average daily attendance in such program for the 1979-80 fiscal year.

(2) For the 1980-81 fiscal year, the quotient computed pursuant to paragraph (1) shall be increased by 9 percent, and shall be cumulatively increased in each fiscal year thereafter by the average inflation allowance applied to unified school district revenue limits, except that there shall be no inflation adjustment after the 1998-99 fiscal year.

(3) The amount computed pursuant to paragraph (2) shall be multiplied by the average daily attendance in pregnant minors programs for the then current fiscal year.

(b) The product computed pursuant to paragraph (3) of subdivision (a) shall be added to the sum computed pursuant to subdivision (a) of Section 2558.

(c) The funding provided by this section shall be for the purposes of subdivision (b) of Section 54749.5 and shall not be adjusted for inflation.

Definitions

8208. As used in this chapter:

(a) "Alternative payments" includes payments that are made by one child care agency to another agency or child care provider for the provision of child care and development services, and payments that are made by an agency to a parent for the parent's purchase of child care and development services.

(b) "Alternative payment program" means a local government agency or nonprofit organization that has contracted with the department pursuant to Section 8220.2 to provide alternative payments and to provide support services to parents and providers.

(c) "Applicant or contracting agency" means a school district, community college district, college or university, county superintendent of schools, county, city, public agency, private nontax-exempt agency, private tax-exempt agency, or other entity that is authorized to establish, maintain, or operate services pursuant to this chapter.

Private agencies and parent cooperatives, duly licensed by law, shall receive the same consideration as any other authorized entity with no loss of parental decisionmaking prerogatives as consistent with the provisions of this chapter.

(d) "Assigned reimbursement rate" is that rate established by the contract with the agency and is derived by dividing the total dollar amount of the contract by the minimum child day of average daily enrollment level of service required.

(e) "Attendance" means the number of children present at a child care and development facility. "Attendance," for the purposes of reimbursement, includes excused absences by children because of illness, quarantine, illness or quarantine of their parent, family emergency, or to spend time with a parent or other relative as required by a court of law or that is clearly in the best interest of the child.

(f) "Capital outlay" means the amount paid for the renovation and repair of child care and development facilities to comply with state and local health and safety standards, and the amount paid for the state purchase of relocatable child care and development facilities for lease to qualifying contracting agencies.

(g) "Caregiver" means a person who provides direct care, supervision, and guidance to children in a child care and development facility.

(h) "Child care and development facility" means any residence or building or part thereof in which child care and development services are provided.

(i) "Child care and development programs" means those programs that offer a full range of services for children from infancy to 14 years of age, for any part of a day, by a public or private agency, in centers and family child care homes. These programs include, but are not limited to, all of the following:

- (1) Campus child care and development.
- (2) General child care and development.
- (3) Migrant child care and development.
- (4) Child care provided by the California School Age Families Education Program (Article 7.1 (commencing with Section 54740) of Chapter 9 of Part 29).
- (5) State preschool.
- (6) Resource and referral.
- (7) Child care and development services for children with special needs.
- (8) Family child care home network.
- (9) Alternative payment.
- (10) Child abuse protection and prevention services.
- (11) Schoolage community child care.

(j) "Child care and development services" means those services designed to meet a wide variety of needs of children and their families, while their parents or guardians are working, in training, seeking employment, incapacitated, or in need of respite. These services may include direct care and supervision, instructional activities, resource and referral programs, and alternative payment arrangements.

(k) "Children at risk of abuse, neglect, or exploitation" means children who are so identified in a written referral from a legal, medical, or social service agency, or emergency shelter.

(l) "Children with exceptional needs" means infants and toddlers, from birth to 36 months of age, inclusive, who have been determined eligible for early intervention services pursuant to the California Early Intervention Services Act (Title 14

(commencing with Section 95000) of the Government Code) and its implementing regulations, and children 3 years of age and older who have been determined to be eligible for special education and related services by an individualized education program team according to the special education requirements contained in Part 30 (commencing with Section 56000), and meeting eligibility criteria described in Section 56026 and Sections 56333 to 56338, inclusive, and Sections 3030 and 3031 of Title 5 of the California Code of Regulations. These children have an active individualized education program or individualized family service plan, and are receiving early intervention services or appropriate special education and services. These children, ages birth to 21 years, inclusive, may be autistic, developmentally disabled, hard-of-hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, other health impaired, deaf-blind, multihandicapped, or children with specific learning disabilities, who require the special attention of adults in a child care setting.

(m) "Closedown costs" means reimbursements for all approved activities associated with the closing of operations at the end of each growing season for migrant child development programs only.

(n) "Cost" includes, but is not limited to, expenditures that are related to the operation of child care and development programs. "Cost" may include a reasonable amount for state and local contributions to employee benefits, including approved retirement programs, agency administration, and any other reasonable program operational costs. "Cost" may also include amounts for licensable facilities in the community served by the program, including lease payments or depreciation, downpayments, and payments of principal and interest on loans incurred to acquire, rehabilitate, or construct licensable facilities, but these costs shall not exceed fair market rents existing in the community in which the facility is located. "Reasonable and necessary costs" are costs that, in nature and amount, do not exceed what an ordinary prudent person would incur in the conduct of a competitive business.

(o) "Elementary school," as contained in Section 425 of Title 20 of the United States Code (the National Defense Education Act of 1958, Public Law 85-864, as amended), includes early childhood education programs and all child development programs, for the purpose of the cancellation provisions of loans to students in institutions of higher learning.

(p) "Health services" include, but are not limited to, all of the following:

(1) Referral, whenever possible, to appropriate health care providers able to provide continuity of medical care.

(2) Health screening and health treatment, including a full range of immunization recorded on the appropriate state immunization form to the extent provided by the Medi-Cal Act (Chapter 7 (commencing with Section 14000) of Part 3 of Division 9 of the Welfare and Institutions Code) and the Child Health and Disability Prevention Program (Article 6 (commencing with Section 124025) of Chapter 3 of Part 2 of Division 106 of the Health and Safety Code), but only to the extent that ongoing care cannot be obtained utilizing community resources.

(3) Health education and training for children, parents, staff, and providers.

(4) Followup treatment through referral to appropriate health care agencies or individual health care professionals.

(q) "Higher educational institutions" means the Regents of the University of California, the Trustees of the California State University, the Board of Governors of the California Community Colleges, and the governing bodies of any accredited private nonprofit institution of postsecondary education.

(r) "Intergenerational staff" means persons of various generations.

(s) "Limited-English-speaking-proficient and non-English-speaking-proficient children" means children who are unable to benefit fully from an English-only child care and development program as a result of either of the following:

(1) Having used a language other than English when they first began to speak.

(2) Having a language other than English predominantly or exclusively spoken at home.

(t) "Parent" means any person living with a child who has responsibility for the care and welfare of the child.

(u) "Program director" means a person who, pursuant to Sections 8244 and 8360.1, is qualified to serve as a program director.

(v) "Proprietary child care agency" means an organization or facility providing child care, which is operated for profit.

(w) "Resource and referral programs" means programs that provide information to parents, including referrals and coordination of community resources for parents and public or private providers of care. Services frequently include, but are not limited to: technical assistance for providers, toy-lending libraries, equipment-lending libraries, toy- and equipment-lending libraries, staff development programs, health and nutrition education, and referrals to social services.

(x) "Severely disabled children" are children with exceptional needs from birth to 21 years of age, inclusive, who require intensive instruction and training in programs serving pupils with the following profound disabilities: autism, blindness, deafness, severe orthopedic impairments, serious emotional disturbances, or severe mental retardation. "Severely disabled children" also include those individuals who would have been eligible for enrollment in a developmental center for handicapped pupils under Chapter 6 (commencing with Section 56800) of Part 30 as it read on January 1, 1980.

(y) "Short-term respite child care" means child care service to assist families whose children have been identified through written referral from a legal, medical, or social service agency, or emergency shelter as being neglected, abused, exploited, or homeless, or at risk of being neglected, abused, exploited, or homeless. Child care is provided for less than 24 hours per day in child care centers, treatment centers for abusive parents, family child care homes, or in the child's own home.

(z) (1) "Site supervisor" means a person who, regardless of his or her title, has operational program responsibility for a child care and development program at a single site. A site supervisor shall hold a permit issued by the Commission on Teacher Credentialing that authorizes supervision of a child care and development program operating in a single site. The Superintendent of Public Instruction may waive the requirements of this subdivision if the superintendent determines that the existence of compelling need is appropriately documented.

(2) In respect to state preschool programs, a site supervisor may qualify under any of the provisions in this subdivision, or may qualify by holding an administrative credential or an administrative services credential. A person who meets the qualifications of a site

supervisor under both Section 8244 and subdivision (e) of Section 8360.1 is also qualified under this subdivision.

(aa) "Standard reimbursement rate" means that rate established by the Superintendent of Public Instruction pursuant to Section 8265.

(ab) "Startup costs" means those expenses an agency incurs in the process of opening a new or additional facility prior to the full enrollment of children.

(ac) "State preschool services" means part-day educational programs for low-income or otherwise disadvantaged prekindergarten-age children.

(ad) "Support services" means those services that, when combined with child care and development services, help promote the healthy physical, mental, social, and emotional growth of children. Support services include, but are not limited to: protective services, parent training, provider and staff training, transportation, parent and child counseling, child development resource and referral services, and child placement counseling.

(ae) "Teacher" means a person with the appropriate permit issued by the Commission on Teacher Credentialing who provides program supervision and instruction that includes supervision of a number of aides, volunteers, and groups of children.

(af) "Underserved area" means a county or subcounty area, including, but not limited to, school districts, census tracts, or ZIP Code areas, where the ratio of publicly subsidized child care and development program services to the need for these services is low, as determined by the Superintendent of Public Instruction.

(ag) "Workday" means the time that the parent requires temporary care for a child for any of the following reasons:

(1) To undertake training in preparation for a job.

(2) To undertake or retain a job.

(3) To undertake other activities that are essential to maintaining or improving the social and economic function of the family, are beneficial to the community, or are required because of health problems in the family

Standards and Assigned Reimbursement Rates

8265. (a) The Superintendent of Public Instruction shall implement a plan that establishes reasonable standards and assigned reimbursement rates, which vary with the length of the program year and the hours of service.

Parent fees shall be used to pay reasonable and necessary costs for providing additional services.

When establishing standards and assigned reimbursement rates, the Superintendent of Public Instruction shall confer with applicant agencies.

The reimbursement system, including standards and rates, shall be submitted to the Joint Legislative Budget Committee.

The Superintendent of Public Instruction may establish any regulations he or she deems advisable concerning conditions of service and hours of enrollment for children in the programs.

(b) The standard reimbursement rate shall be three thousand five hundred twenty-three dollars (\$3,523) per unit of average daily enrollment for a 250-day year,

increased by the cost-of-living adjustment granted by the Legislature beginning July 1, 1980.

(c) The plan shall require agencies having an assigned reimbursement rate above the current year standard reimbursement rate to reduce costs on an incremental basis to achieve the standard reimbursement rate.

(d) The plan shall provide for adjusting reimbursement on a case-by-case basis, in order to maintain service levels for agencies currently at a rate less than the standard reimbursement rate. Assigned reimbursement rates shall be increased only on the basis of one or more of the following:

- (1) Loss of program resources from other sources.
- (2) Need of an agency to pay the same child care rates as those prevailing in the local community.
- (3) Increased costs directly attributable to new or different regulations.
- (4) Documented increased costs necessary to maintain the prior year's level of service and ensure the continuation of threatened programs.

Child care agencies funded at the lowest rates shall be given first priority for increases.

(e) The plan shall provide for expansion of child development programs at no more than the standard reimbursement rate for that fiscal year.

(f) The Superintendent of Public Instruction may reduce the percentage of reduction for any public agency:

- (1) Which is currently serving more than 400 children; or
- (2) Which has in effect a collective bargaining agreement; or
- (3) For which other extenuating circumstances apply as determined by the Superintendent of Public Instruction.

Adjustment Factors, Children Meeting Specified Criteria

8265.5. a) In order to reflect the additional expense of serving children who meet any of the criteria outlined in paragraphs (1) to (7), inclusive, of subdivision (b) the provider agency's reported child days of enrollment for these children shall be multiplied by the adjustment factors listed below.

(b) The adjustment factors shall apply to those programs for which assigned reimbursement rates are at or below the standard reimbursement rate. In addition, the adjustment factors shall apply to those programs for which assigned reimbursement rates are above the standard reimbursement rate, but the reimbursement rate, as adjusted, shall not exceed the adjusted standard reimbursement rate.

(1) For infants who are 0 to 18 months of age and are served in a child day care center, the adjustment factor shall be 1.7.

(2) For toddlers who are 18 to 36 months of age and are served in a child day care center, the adjustment factor shall be 1.4.

(3) For infants and toddlers who are 0 to 36 months of age and are served in a family child care home, the adjustment factor shall be 1.4.

(4) For children with exceptional needs who are 0 to 21 years of age, the adjustment factor shall be 1.2.

(5) For severely disabled children who are 0 to 21 years of age, the adjustment factor shall be 1.5.

(6) For a child at risk of neglect, abuse, or exploitation who are 0 to 14 years of age, the adjustment factor shall be 1.1.

(7) For limited-English-speaking and non-English-speaking children who are 2 years of age through kindergarten age, the adjustment factor shall be 1.1.

(c) Use of the adjustment factors shall not increase the provider agency's total annual allocation.

(d) Days of enrollment for children having more than one of the criteria outlined in paragraphs (1) to (7), inclusive, of subdivision (b) shall not be reported under more than one of the above categories.

(e) The difference between the reimbursement resulting from the use of the adjustment factors outlined in paragraphs (1) to (7), inclusive, of subdivision (b) and the reimbursement that would otherwise be received by a provider in the absence of the adjustment factors shall be used for special and appropriate services for each child for whom an adjustment factor is claimed.

Adjustments; Reimbursement Factors for Child Care and Development Programs; Applications

8266.1. (a) Commencing with the 1995-96 fiscal year and each fiscal year thereafter, for the purposes of this chapter, reimbursement rates shall be adjusted by the following reimbursement factors for child care and development programs with a standard reimbursement rate, but shall not apply to the Resource and Referral Programs set forth in Article 2 (commencing with Section 8210), the Alternative Payment Programs set forth in Article 3 (commencing with Section 8220), the State Preschool Programs set forth in Article 7 (commencing with Section 8235), the School-age Community Child Care Services programs set forth in Article 22 (commencing with Section 8460), or to the school-age parent and infant development programs:

(a) For child care and development program providers serving children for less than four hours per day, the reimbursement factor is 55 percent of the standard reimbursement rate.

(b) For child care and development program providers serving children for not less than four hours per day, and less than six and one-half hours per day, the reimbursement factor is 75 percent of the standard reimbursement rate. For providers operating under the At Risk Child Care Program set forth in Article 15.5 (commencing with Section 8350) and serving children for not less than four hours per day, and less than seven hours per day, the reimbursement factor is 75 percent of the standard reimbursement rate.

(c) For child care and development program providers serving children for not less than six and one-half hours per day, and less than ten and one-half hours per day, the reimbursement factor is 100 percent of the standard reimbursement rate. For providers operating under the At Risk Child Care Program set forth in Article 15.5 (commencing with Section 8350) and serving children for not less than seven hours per day, and less than ten hours per day, the reimbursement factor is 100 percent of the standard reimbursement rate.

(d) For child care and development program providers serving children for ten and one-half hours or more per day, the reimbursement factor is 118 percent of the standard reimbursement rate.

Inability of Agency to Operate

8271. In the event that operating agencies are unable to operate due to incomplete renovations authorized by administering state agencies, or due to circumstances beyond the control of the operating agency, including earthquakes, floods, or fire, such programs shall not be penalized for incurred program expenses nor in subsequent annual budget allocations.

Reimbursement for Start-up Costs

8275. (a) The Superintendent of Public Instruction may reimburse approvable start-up costs of child development agencies or facilities in an amount not to exceed 15 percent of the expansion or increase of each such agency's total contract amount. Under no circumstances shall reimbursement for start-up costs result in an increase in the agency's total contract amount. Such funds shall be available for all of the following:

- (1) The employment and orientation of necessary staff.
- (2) The setting up of the program and facility.
- (3) The finalization of rental agreements and the making of necessary deposits.
- (4) The purchase of a reasonable inventory of materials and supplies.
- (5) The purchase of an initial premium for insurance.

(b) Agencies shall submit claims for start-up costs with their first quarterly reports.

(c) The Legislature recognizes that allowances for startup costs are necessary for the establishment and stability of new child development programs. Programs initially funded in the 1978-79 fiscal year and 1979-80 fiscal year are included in the provisions of this section.

Eligibility for Child Care Facilities Revolving Fund

8278.3. a) (1) The Child Care Facilities Revolving Fund is hereby established in the State Treasury to provide funding for the renovation, repair, or improvement of an existing building to make the building suitable for licensure for child care and development services and for the purchase of new relocatable child care facilities for lease to school districts and contracting agencies that provide child care and development services, pursuant to this chapter. The Superintendent of Public Instruction may transfer state funds appropriated for child care facilities into this fund for allocation to school districts and contracting agencies, as specified, for the purchase, transportation, and installation of facilities for replacement and expansion of capacity. School districts and contracting agencies using facilities made available by the use of these funds shall be charged a leasing fee, either at a fair market value for those facilities or at an amount sufficient to amortize the cost of purchase and relocation, whichever amount is lower, over a 10-year period. Upon full repayment of the purchase and relocation costs, title shall transfer from the State of California to the school district

or contracting agency. The Superintendent of Public Instruction shall deposit all revenue derived from the lease payments into the Child Care Facilities Revolving Fund.

(2) Notwithstanding Section 13340 of the Government Code, all moneys in the fund, including moneys deposited from lease payments, are continuously appropriated, without regard to fiscal years, to the Superintendent of Public Instruction for expenditure pursuant to this article.

(b) On or before August 1 of each fiscal year, the Superintendent of Public Instruction shall submit to the Office of the Secretary for Education, the Department of Finance, and the Legislative Analyst's Office a report detailing the number of funding requests received and their purpose, the types of agencies that received funding from the Child Care Facilities Revolving Fund, the increased capacity that these facilities generated, a description of the manner in which the facilities are being used, and a projection of the lease payments collected and the funds available for future use.

(c) A school district or county office of education that provides child care pursuant to the California School Age Families Education Program (Article 7.1 (commencing with Section 54740) of Chapter 9 of Part 29) is eligible to apply for and receive funding pursuant to this section.

Program Staff; Career Ladder Program; Qualifications

8360. (a) (1) Child development programs shall include a career ladder program for classroom staff. Persons who are 18 years of age and older may be employed as aides and may be eligible for salary increases upon the completion of additional semester units in early childhood education or child development. The governing board of each contracting agency shall be encouraged to provide teachers and aides with salary increases for the successful completion of early childhood education or child development courses in six semester unit increments.

(2) Persons employed as teachers shall possess a permit issued by the Commission on Teacher Credentialing authorizing service in the care, development, and instruction of children in a child care and development program.

(b) Any person who meets the following criteria is eligible to serve in an instructional capacity in a child care and development program:

(1) Possesses a current credential issued by the Commission on Teacher Credentialing authorizing teaching service in elementary school or a single subject credential in home economics.

(2) Twelve units in early childhood education or child development, or both, or two years' experience in early childhood education or a child care and development program.

Loan for Renovation and Repair of Child Care and Development Facilities

8494. (a) All of the following child care and development programs, other than those providing extended day care services, shall be eligible to receive a loan for the renovation and repair of facilities used for the program or to lease relocatable facilities to be used for the program:

(1) Private nonprofit child care and development programs currently, or soon to be, under contract with the State Department of Education pursuant to Section 8262.

(2) Child care and development programs conducted pursuant to Article 4 (commencing with Section 8225).

(3) Child care and development programs operated by, or in a facility owned by, a public entity.

(4) Child care and development programs conducted pursuant to Article 7.1 (commencing with Section 54740) of Chapter 9 of Part 29.

(b) A recipient of a loan pursuant to this section shall document that the renovated facility shall comply with all laws and regulations applicable to child care facilities provided for pursuant to Chapter 3.4 (commencing with Section 1596.70) and Chapter 3.5 (commencing with Section 1596.90) of Division 2 of the Health and Safety Code.

(c) A recipient of a loan pursuant to this section shall assure the board that the renovated facility shall be used for the purposes of the child care and development program for the entire loan period, which shall be determined by the board as follows:

(1) For loans equal to or less than thirty thousand dollars (\$30,000), not less than three years.

(2) For loans exceeding thirty thousand dollars (\$30,000), the loan period shall increase one year for each additional ten thousand dollars (\$10,000) or part thereof, to a maximum of fifty thousand dollars (\$50,000).

(d) Interest on the loan principal shall be charged at a rate equal to the average of the interest rate applied to the last three bond sales pursuant to Chapter 21.6 (commencing with Section 17695) of Part 10.

(e) In the event that a recipient ceases to use the renovated facility for purposes of the child care and development program prior to the expiration of the loan period, the board shall collect the entire outstanding balance of the loan, plus interest, notwithstanding the loan period originally set pursuant to subdivision (c), unless the board deems it appropriate to waive repayment at that time.

(f) If the renovated facility has been continuously used for purposes of the child care and development program for the entire loan period, the board shall waive repayment of the amount of the loan principal, plus interest, at the end of the loan period.

Leasing of School Facilities

17293. (a) On or after January 1, 1993, if a county superintendent or school district elects to operate a new or expanded pregnant and parenting teen program pursuant to Article 7.1 (commencing with Section 54740) of Chapter 9 of Part 29, the county superintendent or school district may enter into lease agreements for school facilities as set forth in subdivision (b), if both of the following conditions are met:

(1) All available school facilities conform to the requirements of Article 3 (commencing with Section 17280) and Article 6 (commencing with Section 17320).

(2) If facilities meeting the requirements of paragraph (1) are not available, the school district or county superintendent of schools has applied to lease or purchase emergency portable classrooms pursuant to Chapter 14 (commencing with Section 17085) of Part 10 and the application was either not approved or the portable classrooms approved will not meet the needs of the county superintendent of schools or the school district.

(b) Notwithstanding any other provision of law, the county superintendent or the school district may enter into lease agreements as follows:

(1) A report and certification of safety shall be prepared by a structural engineer that verifies that the building meets local safety standards and that substantial structural hazards do not exist. The county board of education or school district governing board, as the case may be, shall review the report and certification prior to the approval of the lease and may reject the report if there is evidence of fraud regarding the facts in the report. In addition, the county board of education or the governing board of the school district shall cause to be prepared and maintained on file a report and certification of safety by a structural engineer every five years from the date of the initial lease as long as the building continues to be used and a statement that the building continues to meet local safety standards and that structural hazards do not exist.

(2) Before entering into any lease, the county superintendent or the school district shall certify that all reasonable efforts have been made to locate programs in facilities that conform to paragraph (1) or (2) of subdivision (a).

Adjustive Apportionment for School Districts and Community Colleges

41341. (a) (1) If, during any fiscal year, the amount apportioned to a school district or to any fund from Section A of the State School Fund differs either positively or negatively from the amount to which the district or fund was entitled by an amount equal to revenue limit funding for one unit of average daily attendance, the Superintendent of Public Instruction, in accordance with regulations that he or she is hereby authorized to adopt, not later than the first succeeding fiscal year from the fiscal year in which the computational error was made, shall withhold from, or add to, the apportionment made during that fiscal year, the amount of the excess or deficiency, as the case may be. Notwithstanding any other provision of this code to the contrary, excesses withheld or deficiencies added by the Superintendent of Public Instruction under this subdivision shall be added to or allowed from any portion of the State School Fund.

(2) Notwithstanding paragraph (1), excesses may be withheld or deficiencies added to apportionments on account of audit exceptions in any fiscal year in which they are certified by the Superintendent of Public Instruction.

(b) If, during any fiscal year, the amount apportioned to a community college district or to any fund from Section B of the State School Fund differs either positively or negatively from the amount to which the district or fund was entitled, by an amount equal to the funding of one full-time equivalent student, the Chancellor of the California Community Colleges, in accordance with regulations that he or she is hereby authorized to adopt, not later than the first succeeding fiscal year from the fiscal year in which the computational error was made, shall withhold from, or add to, the apportionment made during that fiscal year, the amount of the excess or deficiency, as the case may be. Notwithstanding any other provision of this code to the contrary, excesses withheld or deficiencies added by the Chancellor of the California Community Colleges under this subdivision shall be added to or allowed from any portion of the State School Fund.

Nutrition Supplements for Pregnant or Lactating Students

49553. (a) A nutritionally adequate meal, for the purposes of this article, is a breakfast or lunch as defined in Section 49531 that qualifies for reimbursement under the federal child nutrition program regulations.

(b) (1) (A) For the purposes of special school nutrition supplements provided to pregnant or lactating pupils under Section 49559, protein and grain meal components for any given day shall, together, offer a total of five ounces of protein, one ounce of which shall be cheese or eight ounces of milk and three servings from the grain group, preferably whole and nutritious grains. This may be accomplished by adding one ounce of protein and one serving from the grain group at breakfast or serving these as a snack, and by adding one or two ounces of protein, one ounce of which shall be cheese or eight ounces of milk, to lunch, or by offering a morning supplement consisting of two or three ounces of protein, one ounce of which must be cheese, or eight ounces of milk, and one or two servings from the grain group.

(B) Meal components where only breakfast is served shall be increased to a total including one ounce of protein and two servings from the grain group, preferably whole and nutritious grains.

(C) Where both breakfast and lunch are provided, they shall, together, provide a total of five ounces of protein foods, one ounce of which shall be cheese, three servings from the grain group, preferably whole and nutritious grains, one and one-fourth cups from the fruit and vegetable group, and one pint from the milk group.

(2) The following options shall be allowed:

(A) One cup of fruit in place of one serving of the grain group, once a week.

(B) One cup of yogurt, made with pasteurized milk, in place of eight ounces of milk or one ounce of cheese, up to two times per week.

GLOSSARY

ADA – Average Daily Attendance – total days of student attendance divided by the number of school days in the school year or a fixed divisor as applicable

Adjusted Day of Enrollment – a day of enrollment that has been adjusted by multiplying assigned factors for the age and classification of the child and the length of the day child care services are provided

Apportionment – state aid given to a school district or county office of education

Approved Indirect Cost Rate – a CDE calculated percentage of an LEA's indirect costs to its direct costs, to provide a standardized way to charge individual programs for their share of indirect costs

Auditable Attendance – attendance record keeping that is capable of withstanding an audit

Budget Act – the annual State Budget and enacting legislation as passed by the Legislature and signed into law by the Governor; the act contains funding for education for the fiscal year

Cal-SAFE Funding Model – the method of determining apportionment amounts based on ADA for academic services, support services, and adjusted days of enrollment for child care

CCR – California Code of Regulations – regulations that have been formally adopted by state agencies, reviewed and approved by the Office of Administrative Law, and filed with the Secretary of State

CDE – California Department of Education

COLA – cost of living increase -- an increase in funding for government programs including revenue limits and categorical programs

Community Day School – a district operated educational program for students who are referred due to expulsion, probation, poor attendance, or other district reasons

Concurrent Enrollment – students who are enrolled in both a regular program for at least the minimum school day and also in a regional occupational center or program (ROC/P) or classes for adults – a student cannot generate more than one ADA

County Community School – a county operated educational school for students who are referred due to expulsion, probation, poor attendance, homeless, other district reasons, or request by a parent or guardian

County Certification Letter – letter signed by the county superintendent of schools certifying the data submitted to the CDE by the LEA is accurate

COE – County Office of Education – an administrative and educational unit operated by the County Superintendent and the county Board of Education that oversees all school districts within the county

CSAM – California School Accounting Manual – provides guidance to LEAs on how to correctly account for their revenues and expenditures

Deficited Revenue Limit – when there is not enough funding available in an appropriation to apportion the base revenue limit, a deficit factor is applied

Form J-27/28 – Report of Schools and Classes Maintained by the County Superintendent -- report of county ADA, providing the CDE the necessary information to apportion available funding for various county operated programs

Form J-18/19 C – Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education - report of county ADA (not reported on Form J-27/28), providing the CDE the necessary information to apportion available funding for other county operated programs

Form J-18/19 – Report of Attendance for Pupils Residing in the District -- report of district ADA, providing the CDE with necessary information to generate the principal apportionment

ICAP – Indirect Cost Allocation Plan – plan that specifies how indirect costs are prorated to each program area

Indirect Costs – a LEA's portion of general management costs that are based on an approved program cost allocation plan (PCAP)

Juvenile Court School – county operated educational programs in juvenile halls, juvenile homes, day centers, juvenile ranches, juvenile camps, regional youth educational facilities, or Orange county youth educational centers

LEA – Local Educational Agency – refers to local school districts, county offices, SELPAs and JPAs as appropriate

Non-Converting COE – a COE that has decided to use its 1998-99 Pregnant Minors Program deficated revenue limit to fund academic, support, and child care services up to their cap instead of converting to the Cal-SAFE Funding Model

P-1 – First Period Report of Attendance – ADA count from July 1 through December 31 of the school year

P-2 – Second Period Report of Attendance -- ADA count from July 1 through the last complete school month ending on or before April 15 of the school year

PMP – Pregnant Minors Program – former county office educational program which provided an academic program in a self-contained classroom and support services to pregnant students

PCAP – Program Cost Allocation Plan – plan used to specify how co-located programs will be reported to appropriately report costs to each program

Revenue Limit – a dollar amount per unit of ADA, the amount of revenue a district can collect annually for general purposes from local property taxes and state aid

SACS – standardized account code structure – account codes LEAs use to record transactions

Self-Contained Program – academic instruction provided by county employed teachers for a minimum of 240 minutes per day where students do not move from classroom to classroom

School Fiscal Services Division – a division within the CDE that is responsible for apportioning available Cal-SAFE funding

SRR – Standard Reimbursement Rate – the rate of reimbursement established by the Superintendent of Public Instruction for child development programs

Support Services – services as referenced in *Education Code* Section 54746 that will enhance the academic ability of the enrolled pupil and for the healthy development of their children

Title 5 – Education section of the CCR that addresses implementation of programs under the CDE

Title 22 – Health and Safety section of the CCR that addresses licensure of public and private child care centers and child care homes